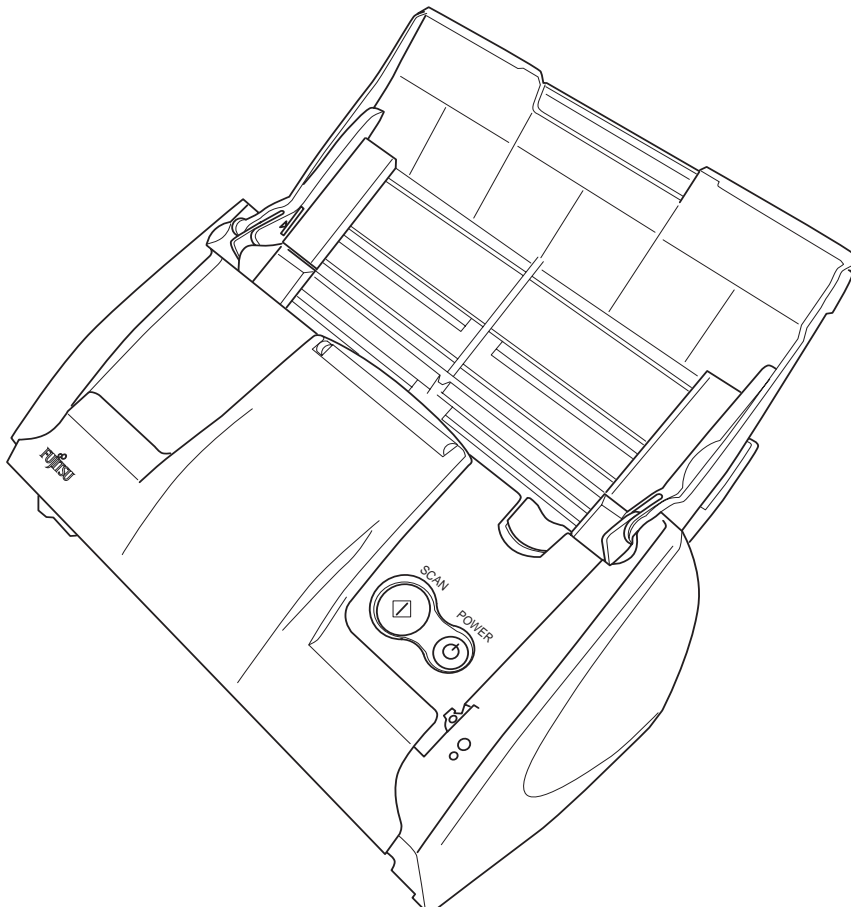


Color Image Scanner

ScanSnap

S500M for Macintosh
Operator's Guide



Introduction



Thank you for purchasing the Color Image Scanner ScanSnap S500M. ScanSnap S500M is a feature-rich, office-ready color image scanner. It is designed to help you improve productivity and solve problems in scanning. The ScanSnap scanner has the following features:

■ Converting paper documents into PDFs by pressing a single button!

You can turn the documents cluttering up your desk into PDFs, and manage and archive them on your computer.

ScanSnap S500M can automatically detect whether the documents are color or black-and-white, so that the size of scanned image files can be made smaller when scanning color and black-and-white documents mixed in a batch. In addition, the scanner can automatically remove blank pages in documents to further reduce the size of files.

■ Effortless scanning!

Double-sided color documents in A4 or letter size can be scanned at a speed of about 18 sheets/minute (when used with a computer with a PowerPC® G5 processor of 1.6GHz or higher running Mac OS X v10.2.8 or later and with Scan mode Normal, Color mode Auto, and Compression rate 3).(*1)

■ Small desktop footprint!

Having a footprint smaller than a sheet of A4 or Letter size paper, the ScanSnap scanner can be left on your desk all the time.

(*1) - Depending on the document types, the scanning speed may slow down when scanning is performed in "B&W" (Black-and-White) mode (because the data of scanned color documents is converted into monochrome data).

For example, when scanning color brochures in "B&W" mode in Normal (Fastest) quality at a compression rate of 3, its scanning speed is about 12 sheets/minute.


- When "Allow automatic blank page removal" or "Correct skewed character strings automatically" is enabled, scanning speed may slow down.

(*2) - ScanSnap S500M does not support the TWAIN and ISIS standards.

This document describes how to use ScanSnap S500M and the basic operations. Be sure to read this manual thoroughly before using ScanSnap S500M.

In this document, ScanSnap S500M is hereinafter referred to as ScanSnap.

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■ Regulatory Information

FCC declaration


This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.

FCC warning: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



- The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.
- The length of the AC cable must be 3 meters (10 feet) or less.

Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.

This Class B digital apparatus complies with Canadian ICES-003.

Le présent appareil numérique n'émet pas de parasites radioélectriques dépassant les limites applicables aux appareils numériques de la classe B et prescrites dans le Règlement sur le brouillage radioélectrique dictées par le Ministère des Communications du Canada. Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Bescheinigung des Herstellers / Importeurs

Für den S500M wird folgendes bescheinigt:

- In Übereinstimmung mit den Bestimmungen der EN45014(CE) funktentstört
- Maschinenlärminformationsverordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.

International ENERGY STAR® Program

As an ENERGY STAR® Partner, PFU LIMITED has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the penetration of energy efficient computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Their standards and logos are uniform among participating nations.



Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

About the use of mercury



Lamp(s) inside this product contain mercury and must be recycled or disposed of according to local, state, or federal laws.

The scanner lamp contains mercury.

To avoid unexpected injury, read the following carefully.

Failure to complying with the following may result in serious personal injuries:

- Do not put the substance in the lamp in your mouth as it contains mercury.
- Do not incinerate, crush, or shred the scanner.
- Do not inhale or drink the chemical liquid contained in the scanner parts.

Trademarks

Mac, and Mac OS are trademarks of Apple Computer, Inc., registered in the United States and other countries.

Adobe, the Adobe logo, and Acrobat are either registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Other product names are the trademarks or registered trademarks of the respective companies.

How Product Names Are Indicated In This Manual

References to operating systems (OS) are indicated as follows:

Mac OS X v10.1:Macintosh operating system version 10.1

Mac OS X v10.2:Macintosh operating system version 10.2

Mac OS X v10.3:Macintosh operating system version 10.3

Mac OS X v10.4:Macintosh operating system version 10.4

Where there is no distinction between the different versions of the above operating system, the general term "Mac OS" is used.

Adobe Acrobat 7.0:Adobe® Acrobat® 7.0 Standard.

Where there is no distinction between the different versions of the above application, the general term "Adobe Acrobat" is used.

Manufacturer

PFU LIMITED

International Sales Dept., Imaging Business Division, Products Group

Solid Square East Tower, 580 Horikawa-cho, Saiwai-ku, Kawasaki-shi Kanagawa 212-8563, Japan

Phone: (81-44) 540-4538

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■ Note, Liability

READ ALL OF THIS MANUAL CAREFULLY BEFORE USING THIS PRODUCT. IF THIS PRODUCT IS NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.

While all efforts have been made to ensure the accuracy of all information in this manual, PFU assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this manual, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU further assumes no liability arising from the application or use of any product or system described herein; nor any liability for incidental or consequential damages arising from the use of this manual. PFU disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

■ Preface

Safety Precautions

This manual describes important details for ensuring the safe and correct use of this product. Thoroughly read this manual before you start to use this product. In particular, be sure to read and fully understand the Safety Precautions described in this manual before you use this product.

Also, store this manual in a safe place so that it can be easily referred to during use of this product.

Warning Indications Used In This Manual

This manual uses the following indications to ensure safe and correct use of this product, and to prevent possible danger and injury to the operator and other persons.



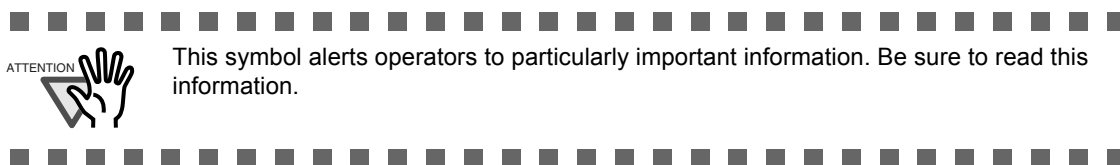
This indication alerts operators to an operation that, if not strictly observed, may result in severe injury or death.



This indication alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to equipment.

Symbols Used In This Manual

This manual uses the following symbols in explanations in addition to warning indications.



This symbol alerts operators to particularly important information. Be sure to read this information.



This symbol alerts operators to helpful advice regarding operation.



This symbol shows operation with your computer.



This symbol shows operation with your scanner.



A TRIANGLE symbol indicates that special care and attention is required. The drawing inside the triangle shows the specific caution.



A CIRCLE with a diagonal line inside shows action which users may not perform. The drawing inside or under the circle shows the specific action that is not allowed.



Outline characters on a colored background show instructions users should follow. It may also include the drawing that shows the specific instruction.

About the Warning Label

This product carries the following label warning.



The surrounding area where this warning label is affixed can become very hot. Please take serious caution as the heat can cause burns.



Do NOT remove from the scanner, stain or scratch the warning labels.

Screen Examples In This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.

If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the User's Manual of the scanner application you are using.

Furthermore, the screenshots in this manual are for ScanSnap Manager.

About Maintenance

The user must not perform repairs on this scanner.

Contact the store where you purchased the scanner or an authorized FUJITSU Image Scanner service provider to make repairs to this product.

■ Safety Precautions



The following describes important warnings described in this manual.

Do not touch the AC cable with wet hands.



Do not touch the power plug with wet hands. Doing so might cause electric shock.

Do not damage the AC cable.



A damaged AC cable may cause fire or electric shock.

Do not place heavy objects on AC cables, or pull, bend, twist, heat, damage or modify AC cables.

Also, do not use damaged AC cables or power plugs, and AC cables or power plugs when the wall socket is loose.

Use only specified AC cables and connector cables



Use only specified AC cables and connector cables. Failure to use the correct cables might cause electric shock and equipment failure.

Use this scanner only at the indicated power voltage. Do not connect to multiple-power strips.



Use this scanner only at the indicated power voltage and current. Improper power voltage and current might cause fire or electric shock.

Also, do not connect to multiple-power strips.

Wipe any dust from the power plug.



Wipe off any dust from metal parts on the power plug or metal fittings with a soft, dry cloth. Accumulated dust might cause fire or electric shock.

Do not install in locations subject to oil smoke, steam, humidity, and dust.



Do not install the scanner in locations subject to oil smoke, steam, humidity, and dust. Doing so might cause a fire or electric shock.

Do not use the scanner if you smell strange odor.



If you detect heat coming from the device or detect other problems such as smoke, strange smells or noises, immediately turn off the scanner and then disconnect its power plug.

Make sure that the smoking has stopped, and then contact the store where you purchased the scanner or an authorized FUJITSU scanner service provider.

Turn the scanner OFF if it is damaged.



If the scanner is damaged for any reason, turn off the scanner and unplug the power cable before contacting the store where you purchased the scanner.

Do not put liquids inside the scanner.



- Do not insert or drop metal objects in to the scanner.
- Do not scan wet documents or documents with paper clips or staples.
- Do not splash or allow the scanner to get wet.



If foreign objects (water, small metal objects, liquids, etc.) get inside the scanner, immediately turn off the scanner and disconnect the power plug from the power outlet, then contact the store where you purchased the scanner or the Maintenance Service Center. Pay particular attention to this warning in households where there are small children.



Do not touch the inside of the scanner unless necessary.



Do not take apart or modify the scanner. The inside of the scanner contains high-voltage components. Touching these components might cause fire or electric shock.



The following describes important cautions described in this manual.

Do not install the scanner on unstable surfaces.



Install the scanner on a desk so that none of its parts protrude outside of the desktop. Also, make sure that the scanner is installed on a flat, level surface.

Do not install the scanner on unstable surfaces. Install the scanner on a level surface that is free of vibration to prevent it from falling.

Install the scanner on a strong surface that will support the weight of the scanner and other devices.



Firmly insert the power plug.



Firmly insert the power plug into the power outlet as far as it can go.

Do not block the ventilation ports.



Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of scanner, which may results in fire or scanner failure.

Do not place heavy objects or climb on top of the scanner.



Do not place heavy objects on the scanner or use the scanner's top surface for performing other work. Improper installation might cause injuries.

Before moving the scanner, disconnect the power plug from the power outlet.



Do not move the scanner with the power and interface cables connected as this might damage the cables, causing fire, electric shock or injuries.

Before moving the scanner, be sure to disconnect the power plug from the power outlet, and disconnect data cables. Also, make sure that the floor is free of obstructions.

Protect the scanner from static electricity.



Install the scanner away from strong magnetic fields and other sources of electronic noise. Also, protect the scanner from static electricity as this might cause the scanner to malfunction.

Do not use aerosol sprays near the scanner.



Do not use aerosol sprays to clean the scanner. Aerosol sprays cause dirt and dust to enter the scanner, which will result in scanner failure and malfunction.

Avoid any contact when scanner is in use.



Avoid touching any scanner mechanism when scanning as this may cause injuries.

Disconnect the power plug from the power outlet when the scanner is not used for a long period of time.



When the scanner is not used for a long period of time, be sure to disconnect the power plug from the power outlet for safety.

Do not install the scanner in the direct sunlight.



Do not install the scanner in the direct sunlight or near heating apparatus. Doing so might cause excessive heat to build up inside the scanner, causing fire or scanner trouble. Install the scanner in a well-ventilated location.

Do not use the scanner immediately after moving it from a cold place into a warm room.



Do not use the device immediately after moving it from a cold place into a warm room. This may cause condensation, which might lead to scanning errors. Let the device dry about one or two hours before you use it.

Chapter 1



Before You Start Using Your Scanner

1

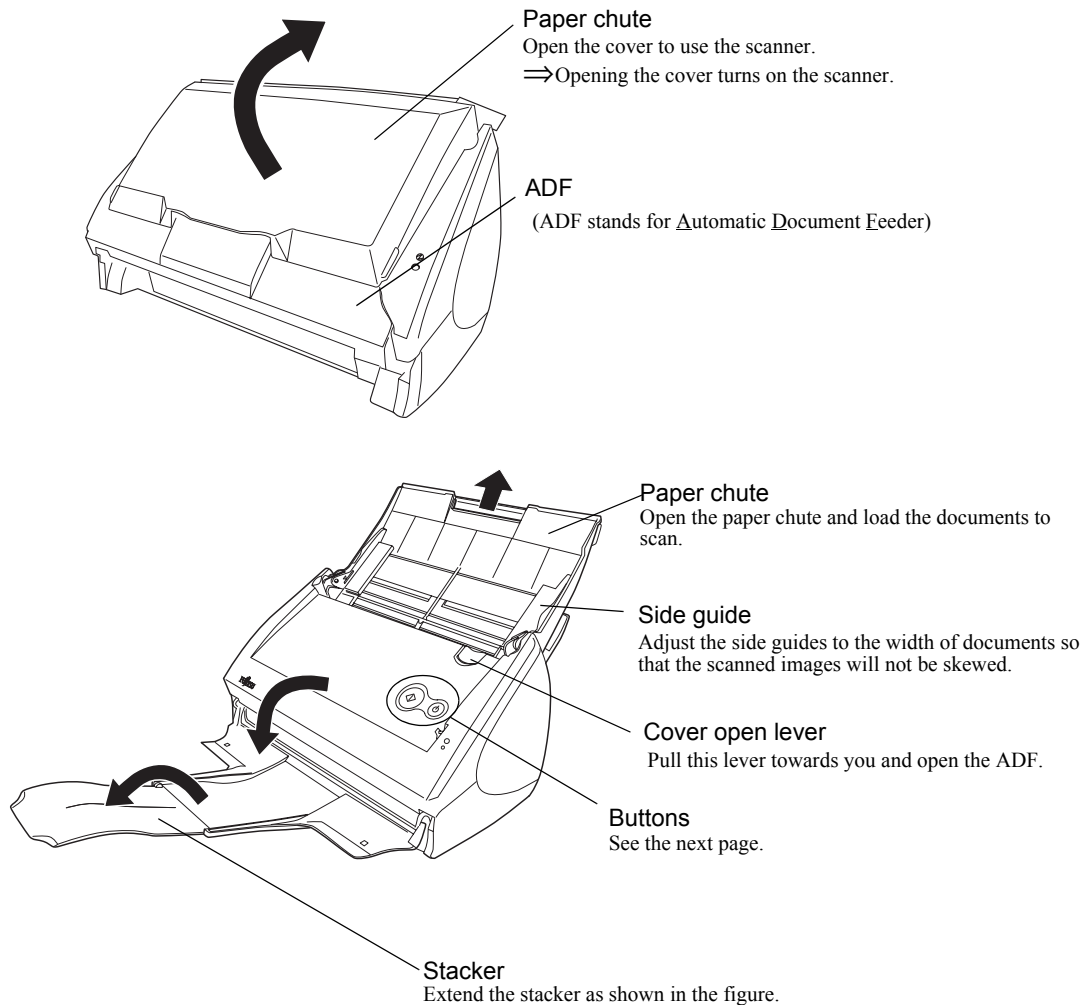
This chapter describes the necessary preparations for using ScanSnap.

1.1 Names and Functions of Parts	2
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1.1 Names and Functions of Parts

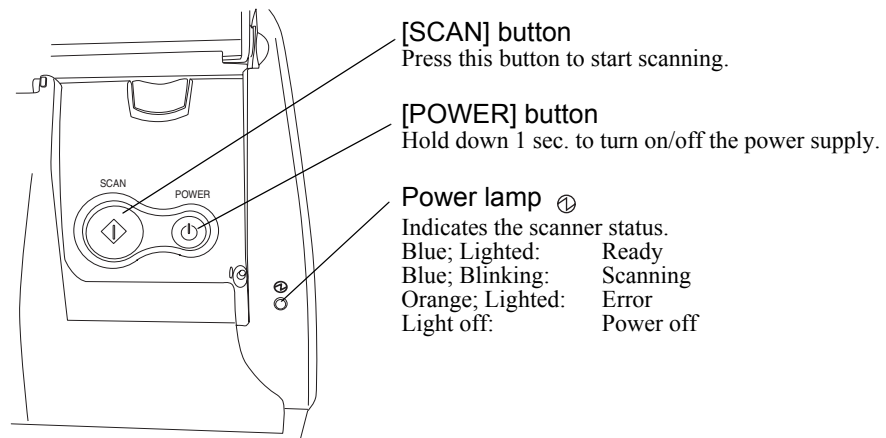
This section describes the name and function of each part.

■ Front Side

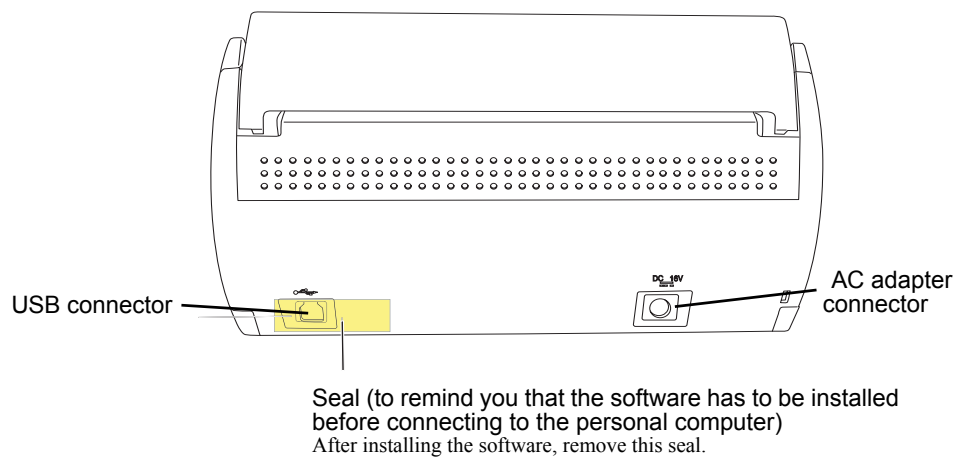


You can also use the scanner without the Stacker.

■ Operation Button



■ Rear Side



Chapter 2

Connecting ScanSnap

2

This chapter describes how to connect ScanSnap to your computer.
Install ScanSnap Manager on your computer before connecting the ScanSnap scanner.



More than one ScanSnap scanner cannot be connected to one computer.



For details about the specifications of the scanner such as the installation area, refer to the Appendix, "Installation Specifications" (page 109).

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2.2 Connecting ScanSnap to your Computer.....	17
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2.1 Installing ScanSnap

"Installation" is the operation to copy the supplied program file or ScanSnap Manager to the hard disk of your computer and create the environment for using ScanSnap on the computer.

■ Before Installing ScanSnap Manager

1. Before installing ScanSnap Manager, check the following system requirements.

■ Operating system

One of the following operating systems is required:

- Mac OS X v10.2.8, v10.3, or v10.4

	Mac OS X v10.1	Mac OS X v10.2 *2	Mac OS X v10.3	Mac OS X v10.4
ScanSnap Manager	—	✓	✓	✓
Adobe Acrobat 7.0 *1	—	✓	✓	✓ *3

(✓: Supported -: Not-supported)

*1 If you are using Macintosh based on Intel Processor, Adobe Acrobat will operate through Rosetta. (Rosetta is software to run the existing Power-PC-based applications on the Intel-based Macintosh. It is a part of Mac OS X.)

*2 When the operating system you are using is Mac OS X v10.2.8.

*3 There are some restrictions on the use of Adobe Acrobat 7.0.

■ Computer

- Power PC® G4 processor 800MHz or higher
(recommended: Power PC® G5 processor 1.6 GHz or higher)
Intel® Core™ Solo or Duo Processor (recommended: Intel® Core™ Duo Processor 1.83GHz or higher)
- USB port (USB 2.0/1.1)

■ RAM

- 128MB or more (recommended: 512MB or more)



- ScanSnap may not function if it is connected to a USB port for the keyboard or the monitor.
- If you need to use a commercially available USB hub, use a powered one that comes with an AC adapter.
- If you want to connect the scanner via USB 2.0, the USB port and Hub must be USB 2.0-compliant. The scanning speed may slow down when the scanner is connected using USB 1.1. Use the USB 2.0 port, if your computer has one.
- If the CPU or the memory does not meet the requirements, the scanning speed will slow down.



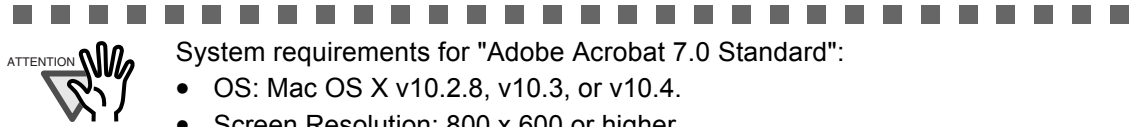
■ Free disk space

- ScanSnap Manager 20 MB
- Adobe Acrobat 7.0 450 MB

2. Make sure that ScanSnap is not connected to your computer yet.
3. Start up your computer.
Login as a user with Administrator rights.
4. Close all currently running programs.

■ Installing Adobe Acrobat

Install Adobe Acrobat from the "Adobe Acrobat 7.0 CD-ROM" supplied with the scanner, following the procedures below.

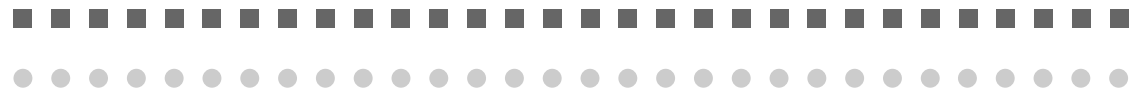


System requirements for "Adobe Acrobat 7.0 Standard":

- OS: Mac OS X v10.2.8, v10.3, or v10.4.
- Screen Resolution: 800 x 600 or higher

* For further details, please visit Adobe Web Site at:

<http://www.adobe.com>



Adobe Acrobat is required for displaying the "ScanSnap S500M Operator's Guide."

Adobe Acrobat can also interact with ScanSnap so that scanned images are displayed with Adobe Acrobat.

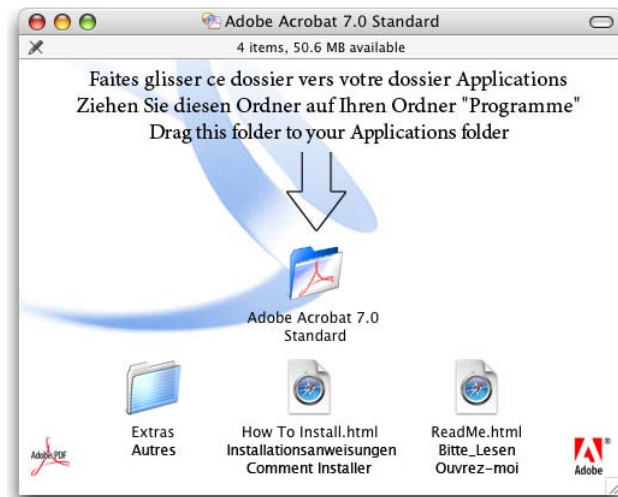
* You do not have to install Adobe if it is already installed on your computer.

⇒ Proceed to "Installing ScanSnap Manager" (page 11).



Prepare the Adobe Acrobat 7.0 CD-ROM.

1. Insert the "Adobe Acrobat 7.0 CD-ROM" into the CD-ROM drive.

⇒ The "Adobe Acrobat 7.0 Standard" window appears.





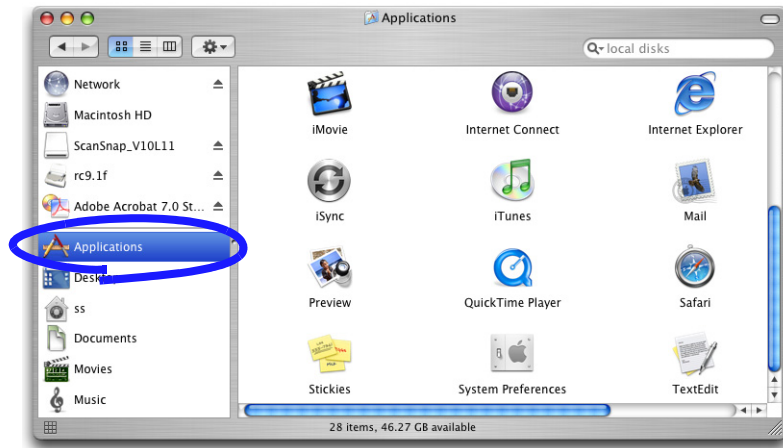
- To open the CD tray or to eject a CD, press the  button on the keyboard. If the keyboard does not have the  button, press and hold down the [F12] key instead.
- If the "Acrobat 7.0 Standard" window is not displayed automatically, copy the [Adobe Acrobat 7.0 Standard] folder into the [Applications] folder using Finder.

2. Click the Finder icon in the Dock menu.

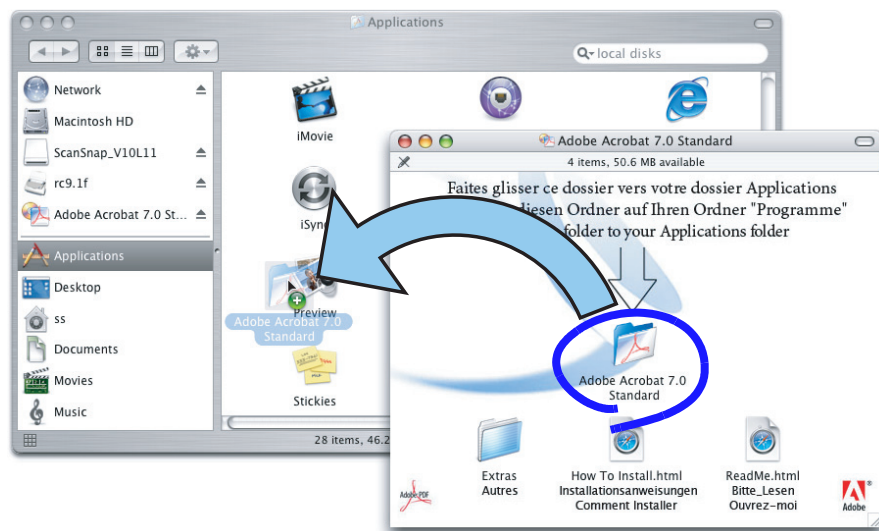


⇒ The Finder window appears.

3. Select the [Applications] folder in the Finder window.



4. Select and drag and drop the [Adobe Acrobat 7.0 Standard] folder icon to the [Applications] folder in which the software is to be installed.



-
5. After finishing copying, eject CD-ROM, open the [Adobe Acrobat 7.0 Standard] folder in the [Applications] folder, double-click the Acrobat Standard icon and follow the instructions on-screen.



Click the "How to install" button on the "Adobe Acrobat 7.0 Standard" window to learn more about the Adobe Acrobat 7.0 installation.

Refer to "**Adobe Acrobat Help**" about how to use Adobe Acrobat 7.0.

■ Installing ScanSnap Manager

follow the procedure below to install ScanSnap Manager.






1. Insert the "ScanSnap Setup CD-ROM" into the CD-ROM drive.

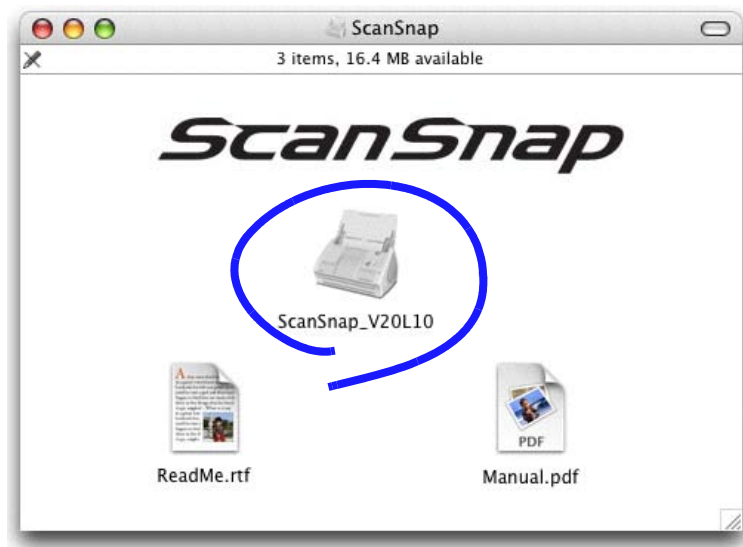
⇒ The "ScanSnap" window appears.



HINT

To open the CD tray or to eject a CD, press the  button on the keyboard. If the keyboard does not have the  button, press and hold down the [F12] key instead.

2. Double-click the ScanSnap icon .



- 1) With Mac OS X v10.2

⇒ The "Welcome to ScanSnap Manager Installer" window appears.

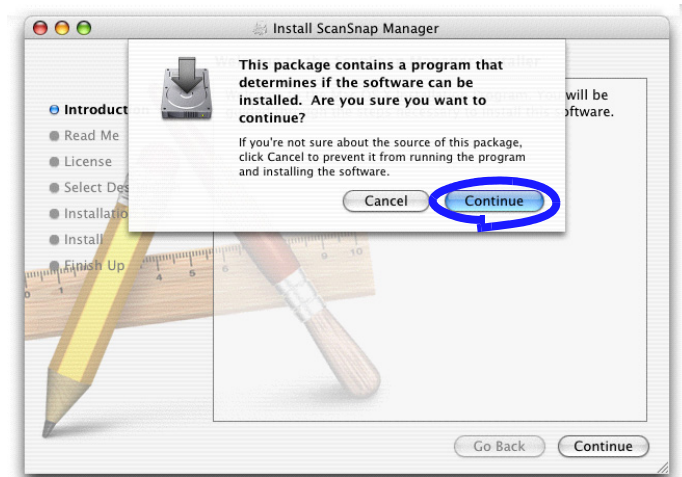


ATTENTION

With Mac OS X v10.2, a window may appear to require your password. In this case, type the password with Administrator right.

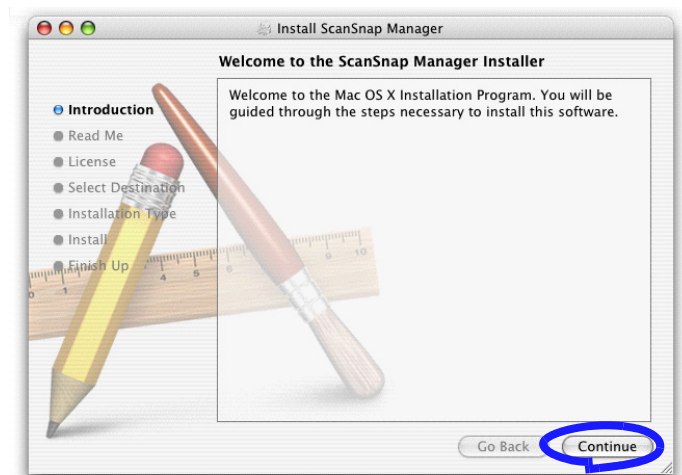
2) With Mac OS X v10.3 or v10.4

⇒ The "This Installer package needs to run a program to determine if it can be installed. Do you want to continue?" dialog appears.

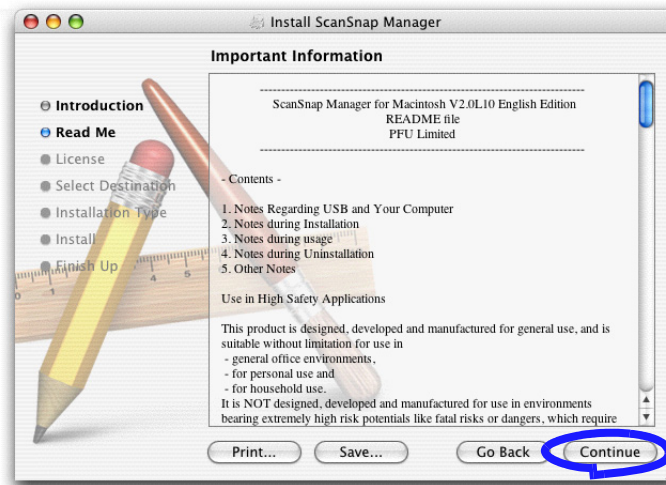


⇒ Click the [Continue] button.

3. In the "Welcome to the ScanSnap Manager Installer" window, click the [Continue] button.



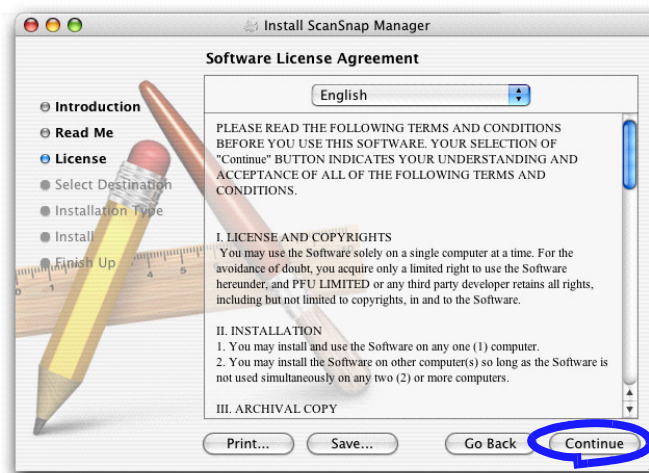
⇒ The "Important Information" window appears.



When you have finished reading, click the [Continue] button.

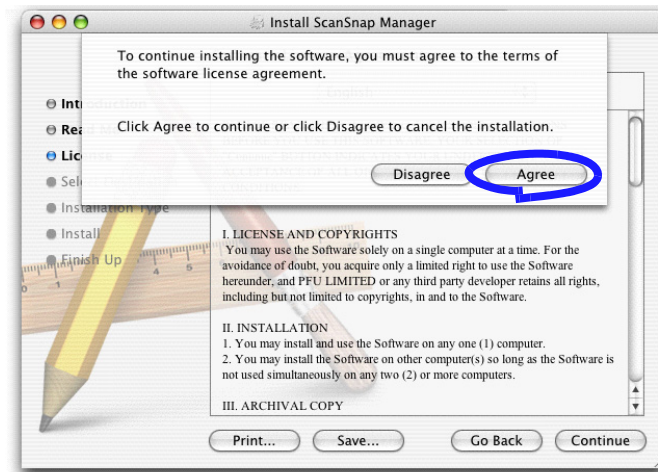
⇒ The "Software License Agreement" window appears.

4. Check the contents of the "Software License Agreement," and click the [Continue] button.



When you have finished reading, click the [Continue] button.

⇒ The agreement confirmation window appears.

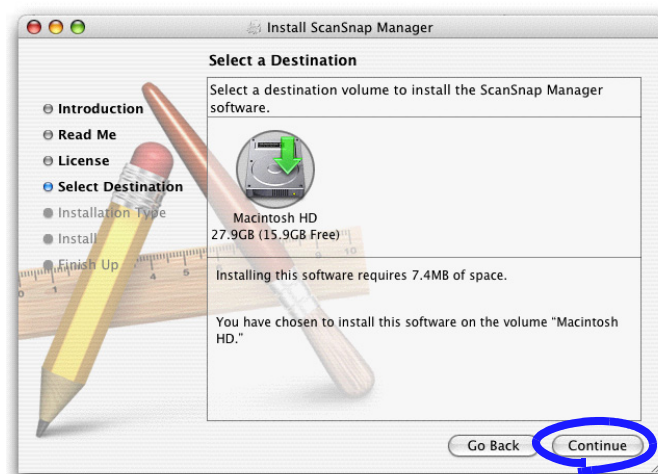


To accept the agreement, click the [Agree] button. If you click the [Disagree] button, the installation would be aborted, and the "Software License Agreement" window returns.

⇒ If you click the [Agree] button, the "Select a Destination" window appears.

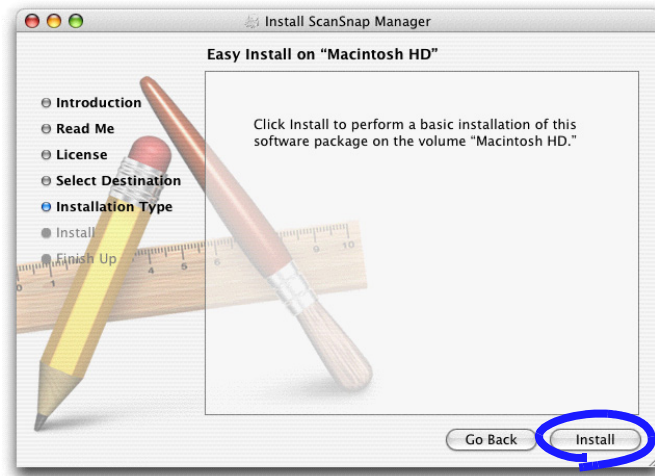
5. In the "Select a Destination" window, specify the installation directory, and click the [Continue] button.

Select the volume to install the software, and click the [Continue] button.



⇒ The 'Easy Install on "<selected destination name>" ' window appears.

6. In the 'Easy Install on "<selected destination name>" 'window, click the [Install] button.

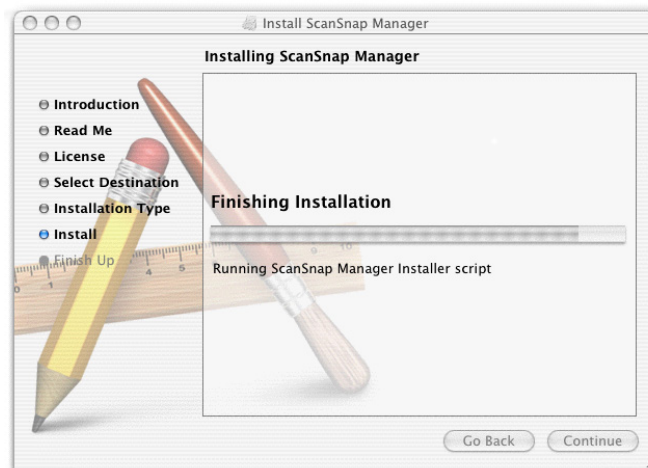


⇒ The message "Installing this software requires you to restart your computer when the installation is done. Are you sure you want to install the software now?" appears. Click the "Continue Installation" button.



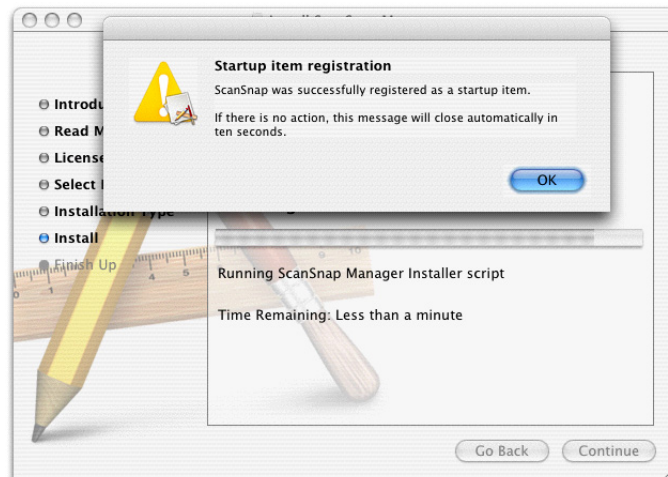
ScanSnap Manager and its documentation will be installed.

⇒ The "Installing ScanSnap Manager" window appears.



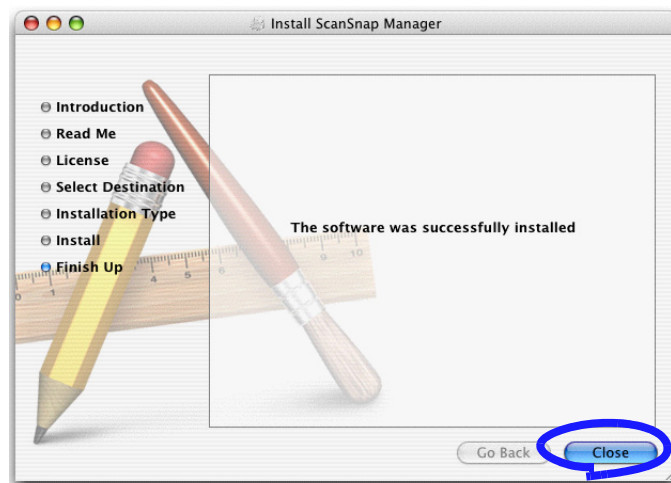
With Mac OS X v10.3 and v10.4, a window may appear to require your password. In this case, type the password with Administrator right.

⇒ The "Startup item registration" window appears before the installation is complete.



⇒ Clicking the [OK] button in the "Startup item registration" window closes the window.
Even if you do nothing, the window closes automatically in 10 seconds.

7. In the "The software was successfully installed" window, click the [Close] button.



⇒ ScanSnap Manager starts and the ScanSnap Manager icon appears in the Dock menu.



- When a user other than the one who has installed the software wants to use ScanSnap, the user must add ScanSnap Manager to the Login Items (Startup Items) manually.
 1. Log in as the user that you want to configure.
 2. If your operating system is Mac OS X v10.2, in the "System Preferences" window, select "Login Items" - "Add" to add "ScanSnap Manager."
If your operating system is Mac OS X v10.3 or v10.4, in the "System Preferences" window, select "Accounts" - "My Account" - "Login Items (for Mac OS X v10.4)" or "Startup Items (for Mac OS X v10.3)," and then select "+" to add "ScanSnap Manager."

2.2 Connecting ScanSnap to your Computer

Follow the procedure below to connect ScanSnap to your computer.

1. Connect ScanSnap to a power outlet with the AC cable.
2. Connect ScanSnap to your computer with the USB cable.



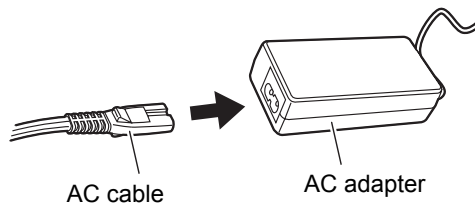
- Be sure to connect the AC cable before connecting the USB cable.
- Be sure to install ScanSnap Manager before connecting ScanSnap to your computer. [For details about the installation, refer to "Installing ScanSnap" (page 6)].

The following describes each of the above-mentioned two procedures.

■ Connecting the AC Adapter

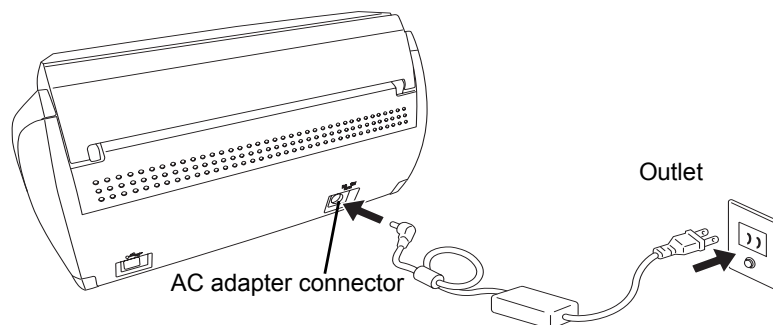
Connect the power cable as shown below.

1. Connect the AC cable to the AC adapter.



Do not use cables other than those supplied with this product.
Use the only specified AC cable and AC adapter.

2. Plug the AC adapter to the AC adapter connector on the back of ScanSnap and the other end to a power outlet as shown in the figure.



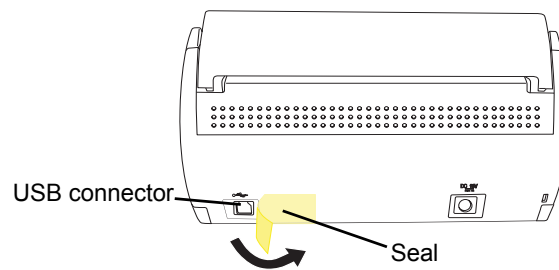
Connect the USB cable as shown below.



- Use only the USB cable supplied with the scanner. Operation with a commercially available USB cable is not guaranteed to work.
- When connecting to a USB hub, be sure to use a powered hub and connect the scanner to the first connected hub (root hub). If you do not connect the ScanSnap scanner to the root hub, the scanner may not function.
- If you connect the scanner with the USB 2.0 port, make sure that both the USB port and Hub are compliant with USB 2.0. The scanning speed may slow down when you connect the scanner with the USB 1.1 port or a hub with a USB 1.1 device attached. If your computer has a USB 2.0 port, use the USB 2.0 port.

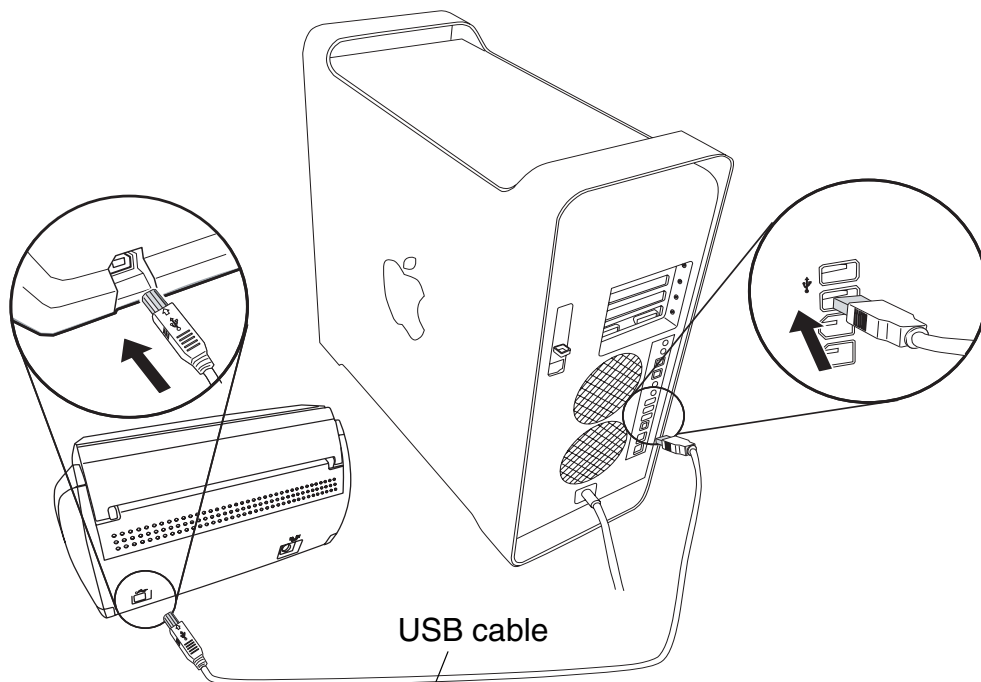


1. Remove the seal on the rear side of the ScanSnap scanner.

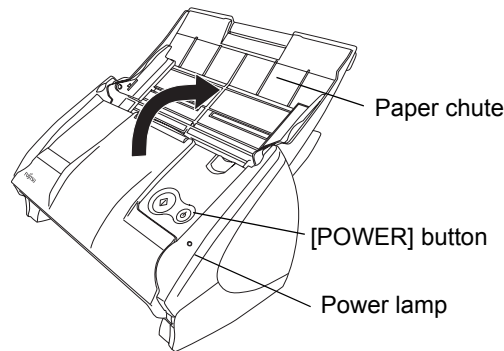


2. Insert the USB cable into the USB connector of ScanSnap and plug the other end of the cable into the USB port of your computer.

Insert the USB cable firmly as far as it can go into the connector.



3. Open the paper chute of ScanSnap.



⇒ ScanSnap is automatically turned on and detected by your computer.




If the scanner is not automatically turned on (Blue Power lamp is ON), push the [POWER] button on the scanner.



It may take some time for the "ScanSnap Manager" icon in the Dock to become



If you have waited for some time, and it still remains as , turn off the power using the scanner [POWER] button and turn on the power again.



When you turn off/on the scanner, press the [POWER] button for longer than one second.

*To prevent an accidental shut down, the [POWER] button does not work unless it is pressed for longer than one second.



The scanner can be turned on/off by performing the following actions:

- Opening/closing the paper chute cover on the scanner,
- Turning on/off the computer,
- Pressing the [POWER] button on the scanner (when the paper chute cover is opened).

Opening/closing the paper chute cover takes precedence. For example, the scanner will not be turned on even when you have switched on your computer if the paper chute cover is closed.

Generally, you can turn on/off the scanner by just opening/closing the paper chute cover when the scanner is connected to your computer.



Chapter 3



Basic Scanner Operations

This chapter describes the basic operations of ScanSnap.

3.1 Flow of Operations	22
3.2 Scanning Different Document Types	29
3.3 Loading Documents	31
3.4 Changing Scan Settings.....	34
3.5 Various settings according to your needs	52

3.1 Flow of Operations

This section describes the flow of operations from scanning documents with ScanSnap to saving scanned images to PDF files.

■ Preparation



1. Make sure that the AC cable is firmly connected to the scanner.
2. Make sure that the scanner is correctly connected to your computer.

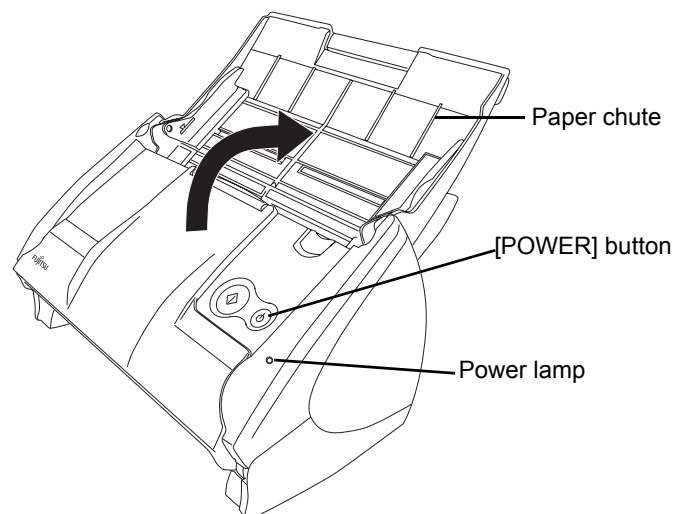


Connecting the scanner to the computer that is already turned on presents no problem. If the scanner is already connected to your computer, you do not have to reconnect it.

3. Turn on your computer.
⇒ The "ScanSnap Manager" icon appears in the Dock menu when Mac OS starts running.



4. Open the paper chute.



⇒ The scanner is turned on and the status of the "ScanSnap Manager" icon will change from



If the scanner is not automatically turned on (Power lamp illuminates blue) even when the paper chute is opened, press the [POWER] button on the scanner.

■ Scanning documents



1. Make sure that the "ScanSnap Manager" icon is displayed in the Dock menu.



If the "ScanSnap Manager" icon is not displayed, from Finder, select the destination in which "ScanSnap" is installed (generally, you select "Applications," and then "ScanSnap"), and select "ScanSnap Manager" to start up "ScanSnap Manager."

The icon has been added to the Startup Item on the Mac operating system during installation, and therefore it appears in the Dock menu when the Mac OS starts.

If "ScanSnap Manager" has not been added to the Startup Item in the [System Preferences] window, follow the procedure below to add it.

1. If the operating system you are using is Mac OS X v10.2, in the "System Preferences" window, select "Login Options" - "Add," and then add "ScanSnap Manager" again.
2. If the operating system you are using is Mac OS X v10.3 or v10.4, in the "System Preferences" window, select "Accounts" - "My Account" - "Login Items (for Mac OS X v10.4)" or "Startup Items (for Mac OS X v10.3)," and then select "+" to add "ScanSnap Manager."

2. Load the document onto the scanner.


Refer to "3.2 Scanning Different Document Types" (page 29) and "3.3 Loading Documents" (page 31).

3. Press  ([SCAN] button).

⇒ This starts the scanning.



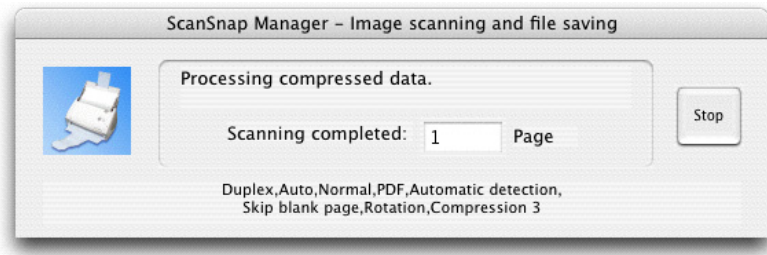
- By default, documents are scanned in "Duplex scan" mode when you press the [SCAN] button. With "ScanSnap Manager," you can change the mode to "Simplex scan" mode.

- You can also start the scanning by using the ScanSnap Manager icon  in the Dock menu to select "Simplex" or "Duplex" scan. Refer to "3.4 Changing Scan Settings" (page 34) for more details.

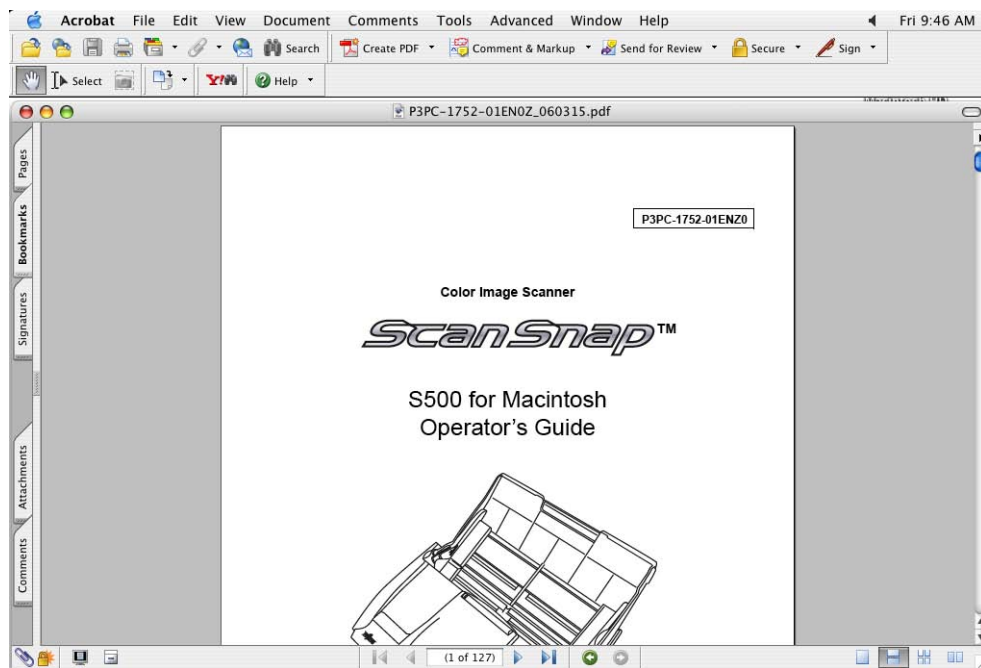


- Do not connect or disconnect other USB devices to or from the computer during scanning.
- Do not close the paper chute or press the [POWER] button on the scanner during scanning.

⇒ The Power lamp on the scanner blinks blue during scanning.
The following window appears to indicate the scanning status.



⇒ The selected application (Adobe Acrobat, Preview, etc.) is started up and the scanned image is displayed.



For details about information such as the scanning settings, file name and destination folder to save data, refer to "3.4 Changing Scan Settings" (page 34).



- Default settings for scanning are as follows:
 - SCAN button: "Duplex scan"
 - Image quality: "Normal (Fastest)"
 - Color mode: "Auto Color Detection"
- Before scanning documents that contain printed or handwritten text, mark the "Setting for text only document" checkbox in the [Read Mode Option] window; to open the [Read Mode Option] window, click the [Option] button on the [Scanning] tab of the "Scan and Save Settings" window. For details, refer to "3.4 Changing Scan Settings" (on page 34).
- The application that automatically starts up after scanning is performed varies depending on the setting configured on the [Application] tab in the "Scan and Save Settings" window. For details, refer to "3.4 Changing Scan Settings" (on page 34).
- Scanned documents can also be saved in JPEG format. To save in JPEG format, change scanning settings before scanning the document. For details about how to change the scanning settings, refer to "3.4 Changing Scan Settings" (on page 34). The following settings can be changed:
 - Application interacting with ScanSnap
 - Image saving folder
 - File name format
 - File format (*.pdf/*.jpg)
 - Paper size
 - Scan mode (You can select: Fastest or Excellent, Setting for text only document, Allow automatic blank page removal, and/or Correct skewed character strings automatically...)
 - File size for scanned image (the compression rate)
- The scanned images may be scaled up or down slightly.

■ Turning the Scanner ON/OFF

ScanSnap can be turned on/off by:

- Turning on/off the computer,
- Opening/closing the paper chute of the scanner.

You do not have to turn on/off the scanner when it is connected to your computer.

Turning off your computer or closing the paper chute.

The Power lamp on the scanner goes off and the scanner is turned off.

Turning on your computer or opening the paper chute.

The Power lamp on the scanner illuminates and the scanner is turned on.

To turn off the scanner when the paper chute is open and the computer is turned on, press the [POWER] button on the scanner.



To turn off/on the scanner, press the [POWER] button for longer than one second.

*To prevent accidental misoperation, the scanner is not turned on/off unless the [POWER] button is pressed for longer than one second.




- Depending on the computer you are using, ScanSnap may be initialized several times during computer start-up.
- Depending on the computer you are using, it will be two to three minutes before the Power lamp on the scanner goes out after you turn off the computer.

* ScanSnap may operate as described above. Even so, ScanSnap is not malfunctioning. Such operations result from the computer specifications.

Exiting "ScanSnap Manager"



 **HINT** To operate ScanSnap, "ScanSnap Manager" must be active (stay resident). When you want to resurrect "ScanSnap Manager," select the destination where ScanSnap is installed (generally, "Applications" - "ScanSnap") from Finder, and then select "ScanSnap Manager."
(*You do not have to quit "ScanSnap Manager" under normal conditions.)

Disconnecting the scanner




1. Close the paper chute to turn off the scanner.



2. Unplug the USB cable from your computer.
3. Unplug the AC cable from the power outlet.



 **HINT** The scanner is turned on/off in conjunction with the computer or by opening/closing the paper chute. Therefore, you do not have to press the [SCAN] button to turn on/off the scanner while it is connected to your computer.

3.2 Scanning Different Document Types

The table below shows the types of documents that you can scan with ScanSnap.

Target	Paper commonly used in offices, Post cards, Business cards	
Weight	52 g/m ² to 127 g/m ² (14 lb to 34 lb)	
Size	Letter	(8.5 x 11 in (216 x 279.4 mm))
	Legal	(8.5 x 14 in (216 x 355.6 mm))
	A4	(210 mm x 297 mm)
	A5	(148 mm x 210 mm)
	A6	(105 mm x 148 mm)
	B5(JIS)	(182 mm x 257 mm)
	B6(JIS)	(128 mm x 182 mm)
	Post card	(100 mm x 148 mm)
	Business card	(90 mm x 55 mm, 55 mm x 90 mm)
	Custom	Width: 50.8 to 216 mm (2 to 8.5 in) Length: 50.8 to 360 mm (2 to 14.17 in)



Do not scan the following documents:

- Documents with paper clips or staples
- Documents on which the ink is still wet
- Documents larger than Legal size (width: 8.5 in., length: 14 in.)
- Documents smaller than 2 (width) x 2 (length) in.
- Materials other than paper such as fabric, metal foil, or transparencies
- Documents thinner than 52 g/m² (14 lb) and thicker than 127 g/m² (34 lb)
- Carbon paper
- Photosensitive paper

The following documents may not be scanned successfully:

- Documents of uneven thickness (e.g. envelopes, etc.)
- Severely wrinkled or curled documents
- Folded or torn documents
- Tracing paper
- Coated paper
- Photo (Photo printing paper)
- Perforated or punched documents
- Documents that are not square or rectangular
- Documents of uneven width
- Carbonless paper



- To prevent the rollers from becoming dirty, avoid scanning documents written in pencil. If you scan such documents, clean the rollers as frequently as possible. For details, refer to "6.2 Cleaning the Scanner Exterior & Stacker" (page 89).
- Carbonless paper contains chemical substances that may damage the Pad ASSY or rollers (e.g. Pick roller). When scanning carbonless paper, pay attention to the following:
 - Clean the Pad ASSY and rollers as frequently as possible.
 - Scanning carbonless paper makes the scanner's service life shorter than scanning documents of common office paper.
- The surface of photos may be scratched when being scanned.

3.3 Loading Documents

This section describes how to load documents onto the scanner.

■ How to load documents

1. Align the edges of the document.

How to align the edges of the document is as follows:

- 1) Align both edges of the document, and you can scan the document correctly.
- 2) Check the number of sheets in the stack.

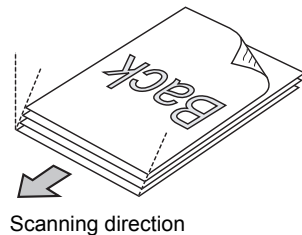
As a guide, load up to the following number of sheets onto the feeder:

- With A4 or smaller size paper, the thickness of the document stack must be 0.2 in. (5 mm) or less (about 50 sheets of 20 lb or 80 g/m² paper)



Scanning accuracy increases further if the document is loaded onto the feeder making a little tilt on the leading edge of the document as shown in the right figure.

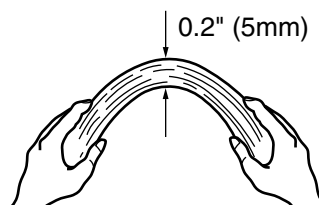
Shifting slightly



Do not scan more than 50 sheets at one time. If the batch is thicker than this limit, the creation of a file may fail.

Before loading a batch of sheets onto the scanner, do the following so that each sheet of paper can be fed smoothly:

- 1) Separate the document into batches, each of which has a thickness of 5 mm or less.
- 2) Hold the both ends of a batch, and bend it as shown in the figure below.



- 3) Hold the batch firmly with both hands so that the both edges remain beveled, and then unbend the batch as shown in the figure below.

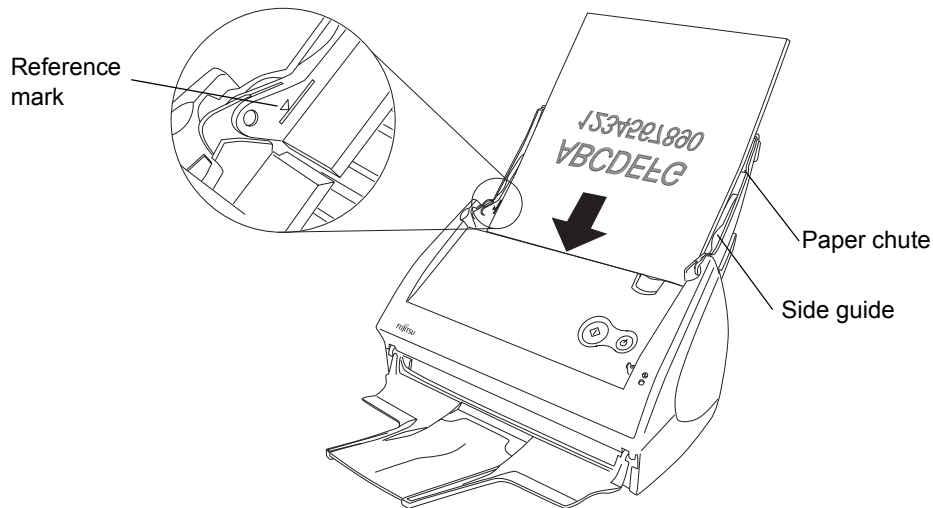


- 4) Repeat steps 1) to 3) a few times.
- 5) Turn the batch 90 degrees to hold the other two sides of it, and then perform steps 1 to 4 again.

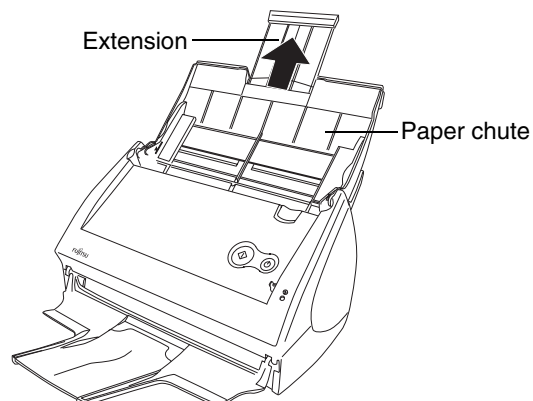
2. Load the document onto the paper chute.

Load the batch so that the front side of the document (the first page when the number of sheets is more than one) faces down (to the paper chute).

Reduce the number of sheets and load them so that a batch of the document is under the reference marks on the side guides.

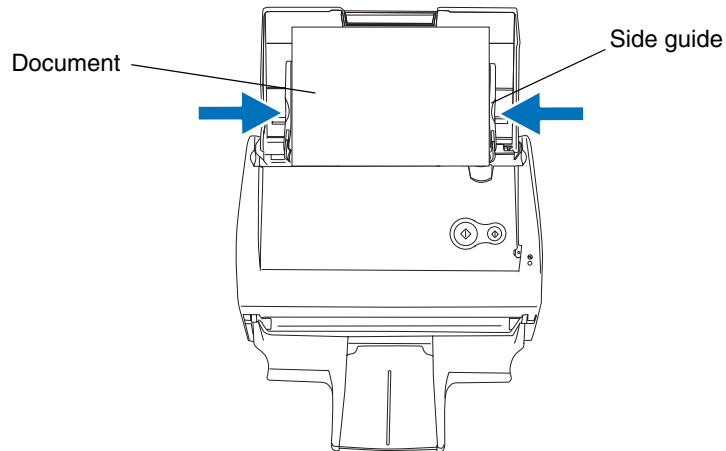


When loading longer documents, pull out the paper chute extension.



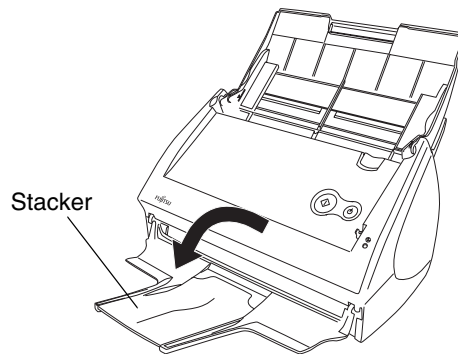
3. Adjust the side guides to the document width.

Move the side guides so that they are touching the document edge. If there is clearance between the document edge and the guide, the scanned images may be skewed.

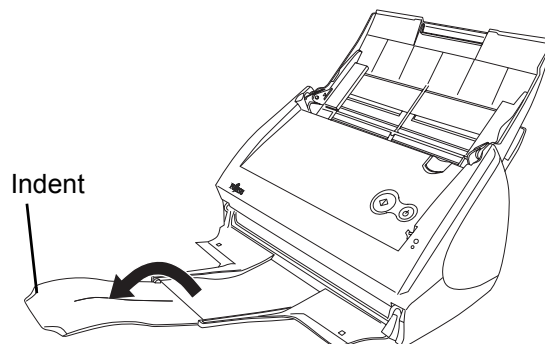


If you use the stacker, it will be easy to gather scanned documents. Use the stacker as described below.

1. Pull the stacker towards you.



2. Use the indent and extend the stacker extension.



3.4 Changing Scan Settings

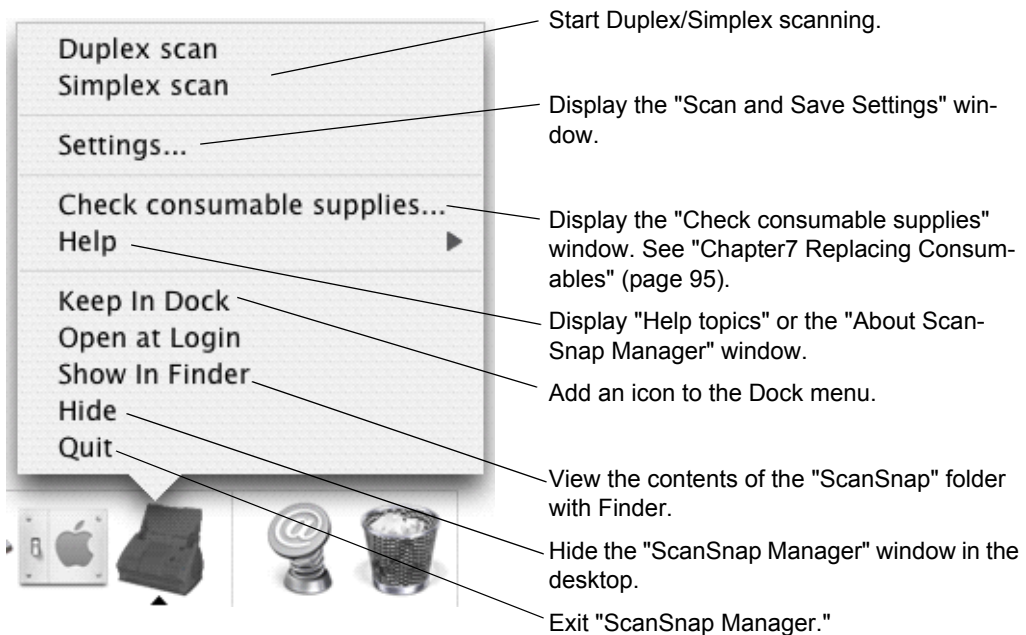
All the settings on ScanSnap are configured with "ScanSnap Manager."

The ScanSnap icon



is added to the Dock menu at the middle- bottom of the Mac OS X screen.

The following menu appears when you press and hold the mouse button on the icon. From this menu, you can start scanning, configure settings for scanning, and check the consumable status.



Depending on the version of Mac OS X you are using, the menu items may be slightly different from what is shown above.

This section describes the settings configured in the "Scan and Save Settings" window.

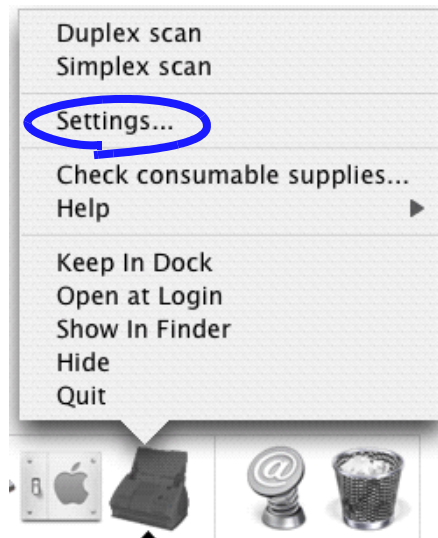
The following settings can be changed:

- Application that is automatically started up to display the scanned image → [Application] tab (page 36)
- Folder to save scanned images → [Save] tab (page 39)
- Scan mode (You can select: Fastest or Excellent, Color mode or B&W mode, Setting for text only document, Allow automatic blank page removal, and/or Correct skewed character strings automatically...) → [Scanning] tab (page 41)
- File format for the scanned image → [File option] tab (page 45)
- Size of the document to be scanned → [Paper size] tab (page 47)
- Size of the file for saving scanned images → [Compression] tab (page 50)

The following describes how to change the settings.



1. Click and hold down the mouse button on the ScanSnap icon in the Dock menu, and select "Settings" from the menu.

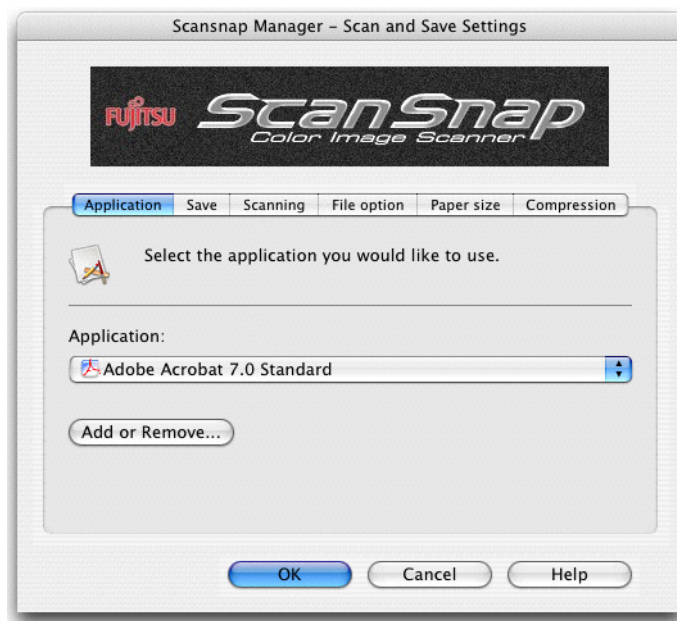


⇒ The "Scan and Save Settings" window appears.



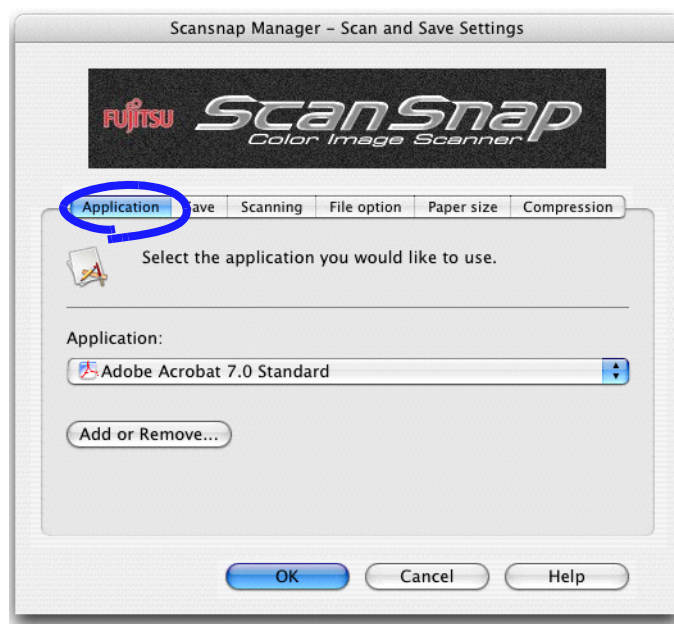
You can also open the "Scan and Save Settings" window by simultaneously pressing the [Command (⌘)] and [S] keys on the keyboard. (This can be used only when ScanSnap Manager is active.)

2. Change the scan settings in the "Scan and Save Settings" window.




The following describes the setting items of each tab.

[Application] tab



■ Application:

Specify the application to interact with ScanSnap. The specified application starts running after the document is scanned with ScanSnap. Click  to select the application. You can select one of the following applications:

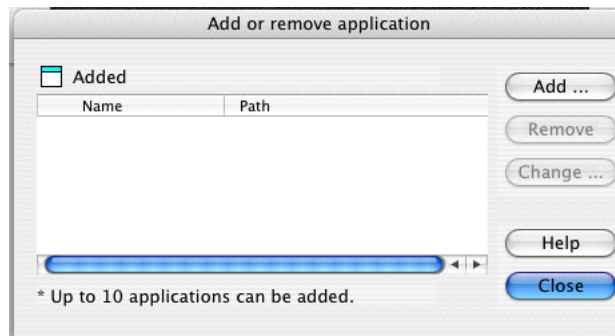
- Scan to File (image data will be simply saved to file)
- Adobe Acrobat Standard
- Adobe Acrobat Professional
- Adobe Acrobat Reader or Adobe Reader
- Preview
- Any program that supports ".pdf" or ".jpg" can be added.



- The above applications will be added automatically into the selection list if installed. Uninstalled applications will be removed from the list automatically.
- Adobe Acrobat Standard (for Macintosh) is supplied with this product.
- If you select "Scan to File (only save image data to file)," the scanned image is saved to file after scanning is complete. The scanning result is not displayed on screen. This setting is ideal when you do not have to confirm the scanning result every time a document is scanned.
- In the default setting, Adobe Acrobat Standard is preferentially selected when both Adobe Acrobat Standard and Adobe Acrobat Professional are installed.

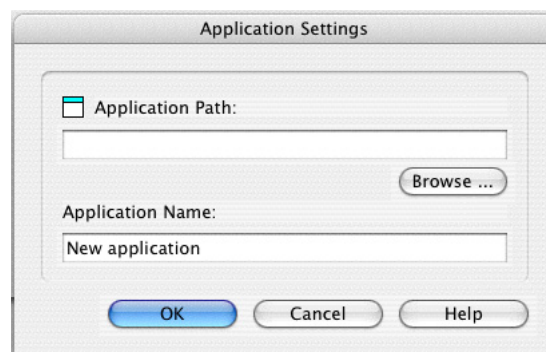
■ [Add or Remove] button

Applications can be added to and removed from the "Application" list. When you click the [Add or Remove] button, the following screen is displayed. (Up to ten applications can be registered.)

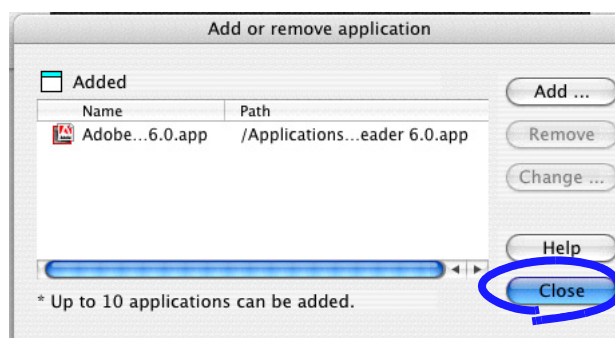


<To add an application>

- 1) Click the [Add] button.
⇒ The "Application Settings" window appears.
- 2) Configure each item in this window.



- Click the [Browse] button, and select the alias file or the executable file (.app) of the application you want to add.
⇒ The destination of the selected application is displayed in the "Application Path" field
 - Enter the name to be displayed in the "Application name" field.
⇒ The name you entered is displayed in the "Application" drop-down list.
- 3) When you have finished the above setting, click the [OK] button.
⇒ The "Add or remove application" window appears and you will see the new application is added.
 - 4) Click the [Close] button to close the window.





When adding an application, select one that supports either JPEG (*.jpg) or PDF (*.pdf) format, and that can open when a file is dragged-and-dropped onto its alias. Otherwise scanned images cannot be displayed properly.

Do the following:

<Example: When confirming whether the application supports JPEG format (*.jpg) and it can open when a file is dragged-and -dropped>

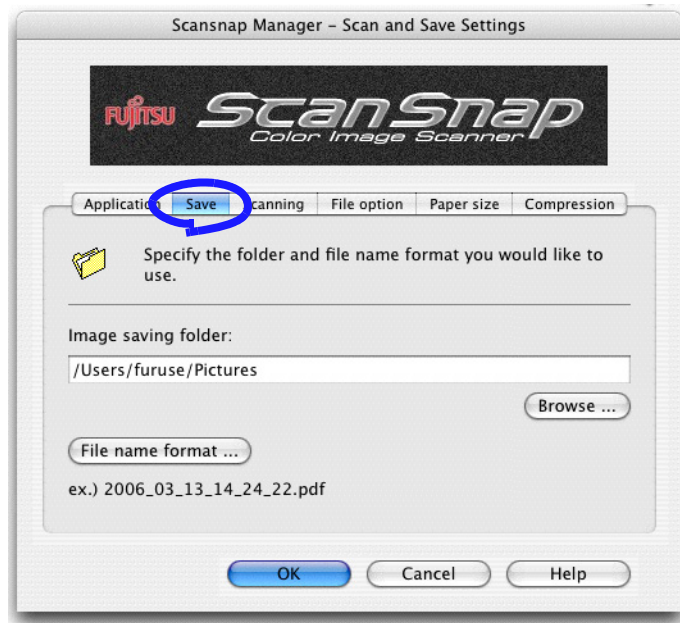
1. Create an alias of the application you wish to add.
2. Drag-and-drop any file in JPEG format (*.jpg) onto the alias.
⇒ If the application starts up and the file opens, the application supports JPEG format files.

<To remove an application>

- 1) Select the application you want to remove in the "Add or remove application" window, and then click the [Remove] button.
⇒ The confirmation window appears.
- 2) Click the [Yes] button.
⇒ The "Add or remove application" window appears; confirm that the application has been removed.
- 3) Click the [Close] button to close the window.

<To change settings>

- 1) Select an application for which you wish to change the settings in the "Add or remove application" window, and click the [Change] button.
⇒ The "Application Settings" window appears.
- 2) Change settings to the desired settings.
- 3) Click the [OK] button to finish setting.
⇒ The "Add or remove application" window appears; confirm that the settings have been changed.
- 4) Click the [Close] button to close the window.

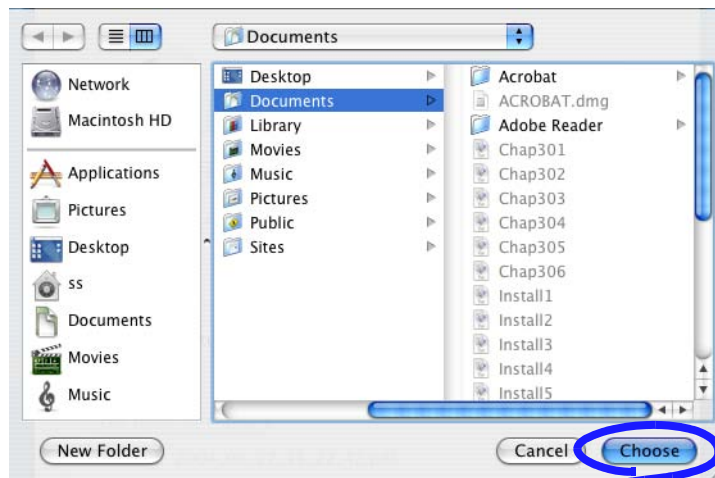
[Save] tab

■ **Folder path to save images:**

Specify the folder to save the scanned images.

When you click the [Browse] button, the "Browse for Folder" window is displayed.

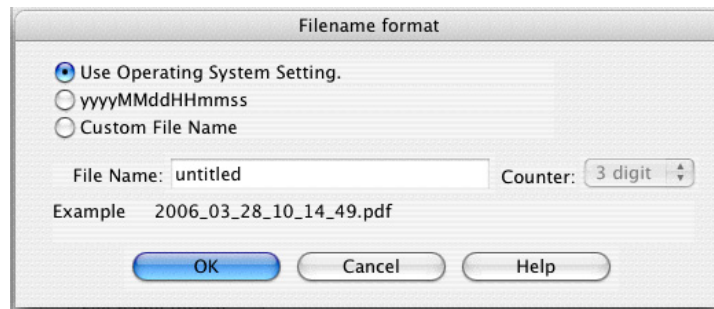
Select the folder to save the scanned images, and click the [Choose] button.



■ [Filename format] button

Set the filename format used for files to save the scanned images.

When you click the [File name format] button, the following window appears.



One of three settings can be specified.

- "Use Operating System Setting."

Files are named according to the settings of the operating system of your computer.

- "yyyyMMddHHmmss"

The date and time are used as the file name when saving a scanned image to a file.

Example: When the file is saved in PDF on March 28, 2006 at 10:14:49, the file name will be "20060328101449.pdf."

- "Custom File Name"

Enter a name in the "File Name" field and select the number of digits from the "Counter" list. Files are named combining the entered name and a specified-digit number.

(An example file name is displayed at the bottom of the window.)



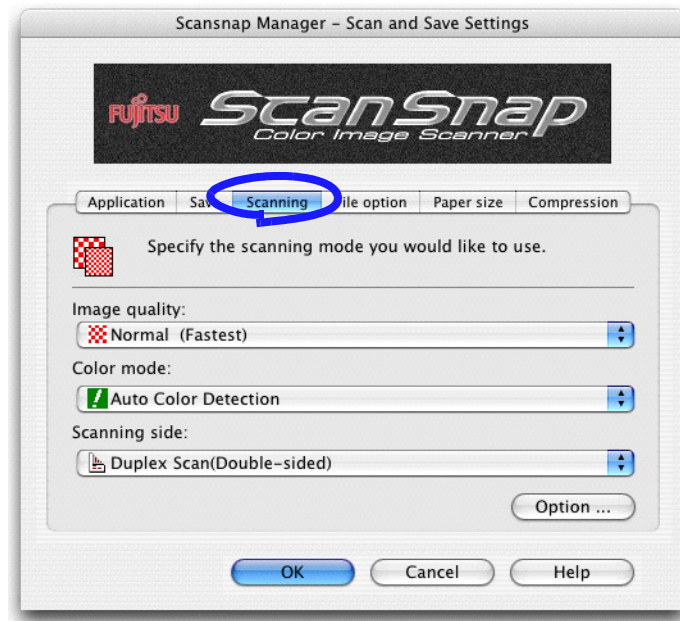
About "Counter" (serial number)

- When the first time you save a file into the image saving folder, which you specify on the [Save] tab, using a name specified in the "File Name" field, the name is suffixed with 1 (it will be 001 if the serial number, or "Counter," is of three digits). The serial number is incremented by one every time you save a new file (until you enter a new file name).
- When another file with the same name exists in the image saving folder, the name is suffixed with the next smallest available number. Example: Suppose Scan01.pdf, Scan03.pdf, and Scan04.pdf already exist in the same folder. When the next time you save the scanned image to files with the same name, the file names will be Scan02.pdf, and then Scan05.pdf, Scan06.pdf, Scan07.pdf
- When the suffix number becomes greater than the maximum number of specified digits (for example, when you want to save the 100th file with two-digit specified for the "Counter"), the number of digits is increased automatically.

Clicking the [OK] button enables the settings.

(An example of the file name that you set is displayed under the [File name format] button.)

[Scanning] tab



■ Image quality:

Specify whether to scan documents quickly or at higher quality.

Select one of the following modes:

- **Normal (Fastest)**
Select this mode when you wish to scan documents quickly.
- **Better (Faster)**
Select this mode when you wish to scan documents at a high quality.
- **Best (Slow)**
Select this mode when you wish to scan documents at a higher quality.
- **Excellent (Slower)**
Select this mode when you wish to scan documents at the highest quality.




Normal is equivalent to 150 dpi for color mode and 300 dpi for B&W mode, Fine is equivalent to 200 dpi for color mode and 400 dpi for B&W mode, Best is equivalent to 300 dpi for color mode and 600 dpi for B&W mode, and Excellent is equivalent to 600 dpi for color mode and 1200 dpi for B&W mode.

Generally, the higher the required Image quality is specified, the longer it takes to scan documents and the larger the file size becomes.

As a general rule, scan no more than 10 sheets at a time in Excellent mode.

■ Color mode:

Specify whether to scan documents in color mode or in black-and-white mode.

By clicking , you can select one of the following modes:

- **Auto Color Detection** (Automatically recognizes the document color)
ScanSnap automatically recognizes whether the document to be scanned is color or black-and-white, and switches the scan mode accordingly.
- **Color**
All documents are scanned in the color mode.
This setting is for scanning color documents.
- **B&W**
All documents are scanned in B&W mode.
This setting is for scanning black-and-white documents containing mostly text.
File sizes can also be kept smaller than if the document is scanned in the color mode.



In normal circumstances, use "Auto Color Detection."

If this setting is specified, you do not have to change the color mode each time you scan a document.

*However, the following types of color documents may be recognized as black and white:

- Faintly-toned documents
- Documents that have a slightly-colored portion
To scan such documents in color, select "Color" in the "Color mode" drop-down list.

In addition, the following type of documents may be recognized as color.

- Documents with many shaded (gray) areas
To scan such a document in B&W mode, select B&W from the "Color mode" drop-down list.

■ Scanning side:

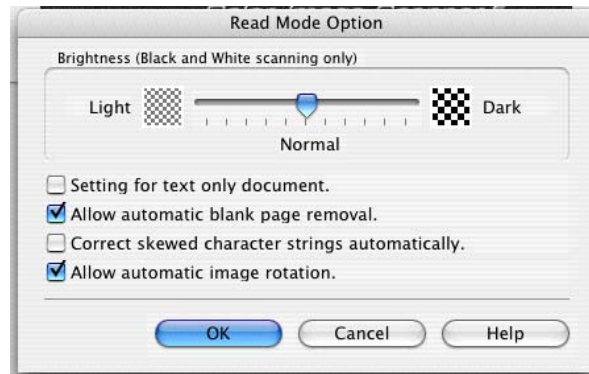
Specify whether to scan in "Duplex scan" or "Simplex scan" mode when the [SCAN]

button  on the scanner is pressed. By clicking , select either of the above modes.


■ [Option] button

Configure other scanning-related settings.

Clicking the [Option] button displays the following window.



- **Brightness (Black and White scanning only)**
Sets the color density for scanning black-and-white images.
Moving the slider to the left will lighten the scanned image, while moving the slider to the right will darken the scanned image.
 - * This function is enabled only when the "Color mode" is set to "B&W," or when "Auto Color Detection" is selected and the document is recognized as back-and-white.
- **Setting for text only document**
Mark or unmark the checkbox according to the type of your document as described below.
 - Mark this checkbox when scanning documents containing only printed or hand-written text.
 - Clear this checkbox when scanning documents containing photographs.
- **Allow automatic blank page removal.**
If this checkbox is marked, ScanSnap detects blank pages in the document and automatically removes them to output images.
For example, when a stack of documents containing both double-sided and single-sided documents is scanned in Duplex scan mode, this feature removes only the backside (i.e. blank pages) of single-sided documents from the output images.
 - * No scanned images are generated if all the sheets in the document are recognized as blank pages.



ATTENTION

The following types of documents may be accidentally recognized as blank pages:

- Almost blank documents containing only a few characters
- Documents of only one color (solid color including black) and without any patterns, lines, or characters

Before discarding the scanned documents, check for pages accidentally removed from the output image. If any, you need to re-scan the document.

- Correct skewed character strings automatically.

If this checkbox is marked, ScanSnap detects a skew of the documents and outputs corrected images. Up to +/-5 degrees of skew can be corrected .



This function detects a document skew based on the characters on the document. Therefore, it may not work properly for the following kinds of documents:

- Documents on which the pitches of lines or characters are extremely narrow, or adjacent characters contact with each other
- Documents with many outlined or decorated characters
- Documents with many photographs or figures and only a few characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans)
- Documents with long diagonal lines
- Documents with handwritten characters

*When you scan such documents, clear the checkbox.



- Allow automatic image rotation

This setting automatically detects the orientation of a text on the document, and changes the orientation of the image.



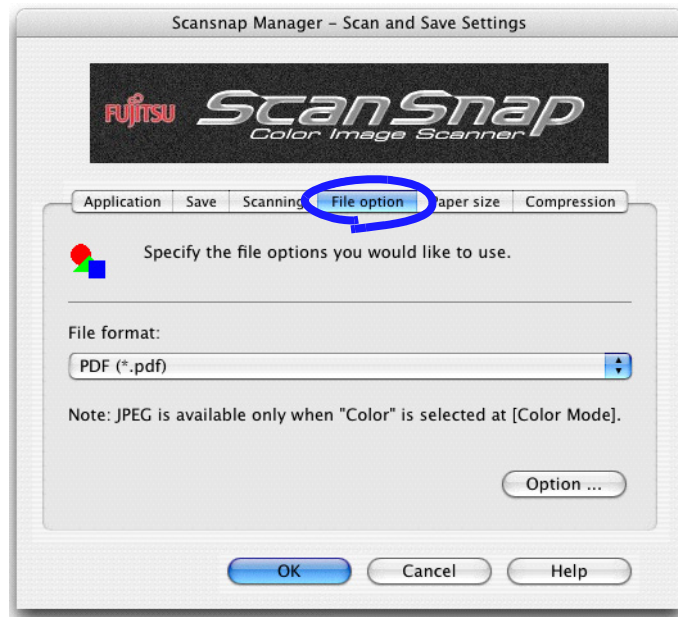
This function detects the orientation based on characters on the document. Therefore, it does not work properly for the following kinds of document:

- Documents which have many extremely large/small characters
- Documents on which pitches of lines or characters are extremely narrow, or characters are overlapped
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and a few characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans, etc.)
- Documents with only capital letters
- Documents with handwritten characters
- Documents with blurred or smeared characters

*When you scan such documents, clear the checkbox.




[File option] tab

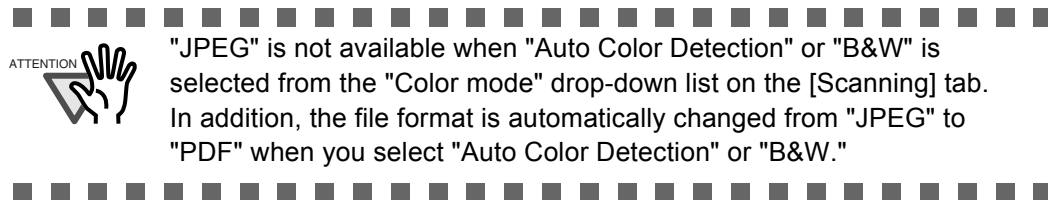


■ Selecting the file option

Specify the file format of the scanned image.

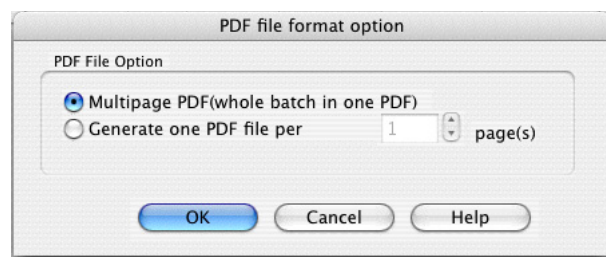
Click  to select the file format. You can select either of the following file formats:

- PDF (*.pdf)
- JPEG (*.jpg)



■ [Option] button

This function is used for configuring detailed settings of PDF files. This button is enabled when "PDF(*.pdf)" is selected from the [File format] drop-down list. Click [Option] button to display the following window.

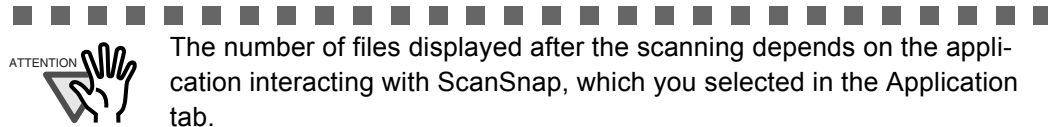


-
- "Multipage PDF (whole batch in one PDF)"

Create a merged PDF file of all the scanned images.

- "Generate one PDF file per x page(s)"

Create PDF files, each of which includes the specified number of pages, per scan. For example, when "2" is selected as the number of pages, scanning six pages of documents creates three files.



The number of files displayed after the scanning depends on the application interacting with ScanSnap, which you selected in the Application tab.


For example: If Acrobat 7.0 is selected, up to 50 files are displayed.

[Paper size] tab



■ Paper size:

Specify the paper size of the document to be loaded on the scanner.

Click  to select the size. The following paper sizes (Width x Length) can be selected.

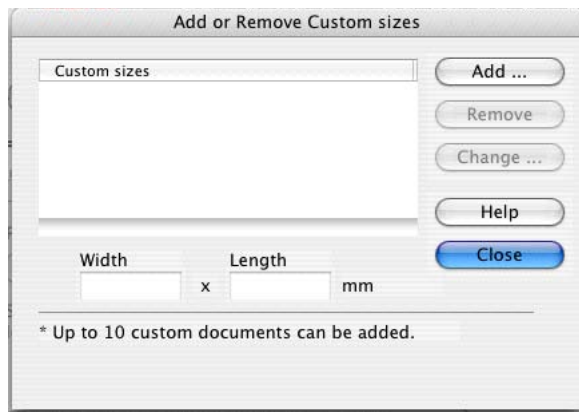
- Automatic detection
- Letter (8.5 x 11 in (216 x 279.4 mm))
- Legal (8.5 x 14 in (216 x 355.6 mm))
- A4 (210 mm x 297 mm)
- A5 (148 mm x 210 mm)
- A6 (105 mm x 148 mm)
- B5 (JIS) (182 mm x 257 mm)
- B6 (JIS) (128 mm x 182 mm)
- Post card (100mm x 148mm)
- Business card (90 mm x 55 mm, 55 mm x 90 mm)
- Custom size (up to ten sizes can be registered)



We recommend use of the Automatic detection settings.

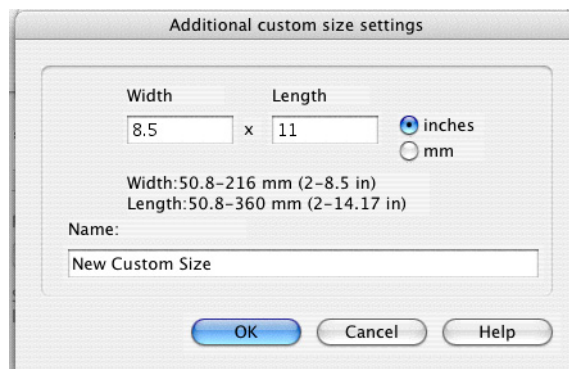
■ [Custom] button

With this function, you can add up to ten custom document sizes into the [Paper size] list. Clicking this button displays the following window.



<When adding a custom document size>

- 1) Click the [Add] button.
⇒ The following window appears.
- 2) Configure settings as desired.



- Enter a document size within the range given below:
Width: 50.8 mm to 216 mm (2 in. to 8.5 in.)
Length: 50.8 mm to 360 mm (2 in. to 14.17 in.)
 - Enter the name you want to use in the [Name] field.
⇒ The entered name is displayed in the [Paper size] list.
- 3) To complete the setting, click the [OK] button.
⇒ The custom document size will be added.
 - 4) Click the [Close] button to close the "Add or Remove Custom sizes" window.

<When deleting a custom document size>

- 1) In the "Add or Remove Custom sizes" window, select the document size you want to delete and click the [Remove] button.
⇒ The confirmation message appears.
- 2) Click the [Yes] button.
⇒ In the "Add or Remove Custom sizes" window, confirm that the selected document size is deleted.
- 3) Click the [Close] button to close the "Add or Remove Custom sizes" window.

<When changing the settings>

- 1) In the "Add or Remove Custom sizes" window, select the document size you want to change and click the [Change] button.
⇒ The [Additional custom size settings] window appears.
- 2) Change the settings.
- 3) To complete the setting, click the [OK] button.
⇒ The "Add or Remove Custom sizes" window returns and the changes are saved.
- 4) Click the [Close] button to close the "Add or Remove Custom sizes" window.

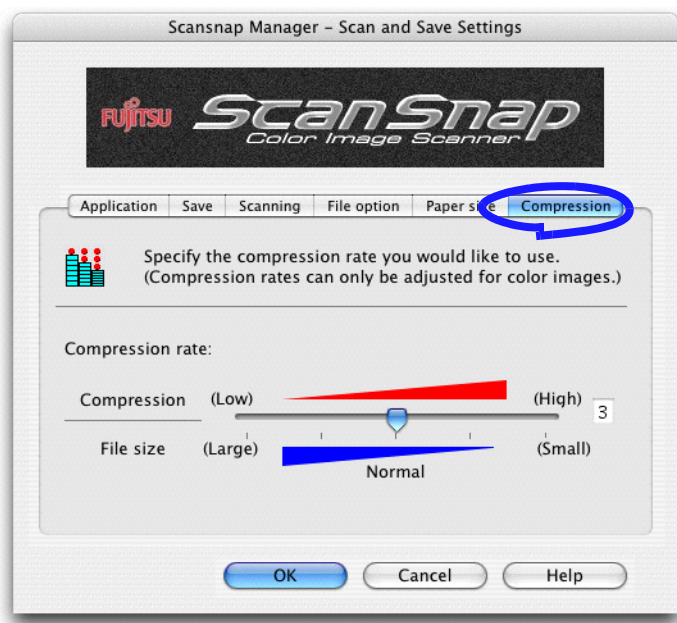


When you select Business card (90 mm x 55, 55 mm x 90 mm) and perform scanning, the result is the following:
From the scanned length, the horizontal or vertical position is automatically recognized and output.
The length (loading direction) is the actual scanned length of the card.
The width is fixed to 90 mm (horizontal position), or 55 mm (vertical position).

■ "Scan mixed paper size"

By marking the checkbox, you can scan the documents of different widths or sizes at a time.

[Compression] tab



■ Compression rate:

Change the compression rate and adjust the file size of the scanned image.

The compression rate is changed by moving the slider.

The higher the compression rate is, the smaller the file size is.

ATTENTION



As the compression rate increases, the quality of scanned images decreases.



Image data size

The following table shows rough estimates of sizes of generated images when a single-sided color document is scanned in respective modes.

File type: PDF

Paper size: A4 (Brochure)

Color mode: Color

Compression rate Scan mode	1	2	3	4	5
Normal quality	1240	521	431	332	233
Better quality	2079	818	684	528	367
Best quality	4030	1485	1245	922	632
Excellent quality	11207	3776	3155	2437	1648

Color mode: B&W

Compression rate Scan mode	-
Normal quality	200
Better quality	242
Best quality	422
Excellent quality	1391

(unit: K bytes)

3.5 Various settings according to your needs

When you use default settings on ScanSnap, all you have to do is simply press the [SCAN] button



to scan the documents, save images in the best condition, and display the scanned images on the screen; any complicated operations are not required.

In addition, you can manually configure the settings for specific scanning.

This section, using typical examples, describes how to scan documents based on preferences of you.


The default settings of ScanSnap Manager are as follows:

- Application: Preview (Adobe Acrobat or Adobe Reader is selected if installed)
- Image saving folder: [Pictures] folder of [Home]
- Filename format: Use Operating System Setting
- Image quality: Normal (Fastest)
- Color mode: Auto Color Detection (automatically judges whether the document is "color" or "black-and-white")
- Scanning side: Duplex scan
- Scanning Option:
 - Brightness: Normal
 - Setting for text only document : Disabled
 - Allow automatic blank page removal: Enabled
 - Correct skewed character strings automatically: Disabled
 - Allow automatic image rotation: Enabled
- File format: PDF (*.pdf)
- File format Option
 - PDF File Option: Generate one PDF file per scan
- Paper size: Automatic detection
- Scan mixed paper size: Disabled
- Compression rate: 3




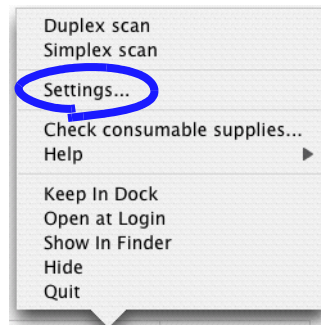
The settings described above can be changed with ScanSnap Manager.
For details, refer to section "3.4 Changing Scan Settings" (page 34).

■ Scanning only one side of a document

Pressing the [SCAN] button  on ScanSnap starts scanning documents in "Duplex scan" mode by default. If you want to change the [SCAN] button setting to "Simplex scan" mode, follow the procedure below.

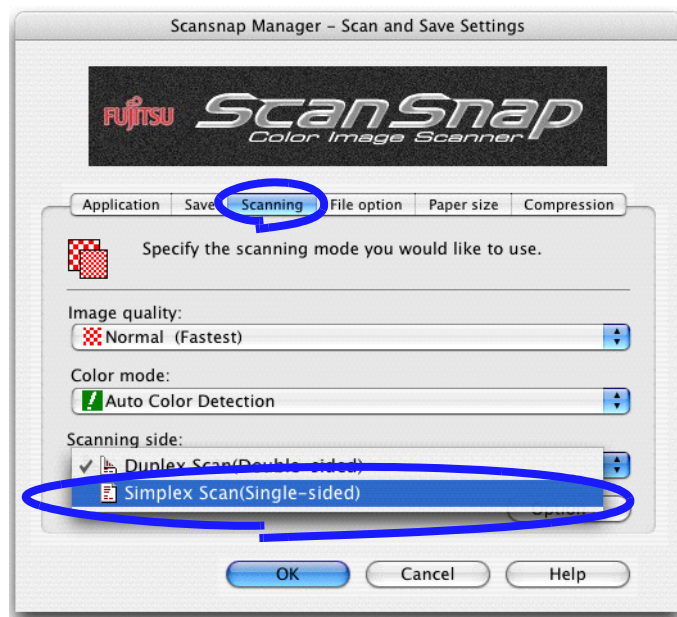


1. Click and hold down the mouse button on the ScanSnap icon , and select "Settings" from the displayed menu.



⇒ The "Scan and Save Settings" window appears.

2. On the [Scanning] tab, select "Simplex scan (single-sided)" from the "Scanning side" drop-down list.



3. Click the [OK] button to close the window.

4. Load the document onto the scanner.

5. Press the [SCAN] button .

⇒ The document is scanned in "Simplex scan" mode.




To select the "Duplex scan" mode again, go to step 2 and select "Duplex Scan (double-sided)" instead. The selected setting is valid until you change it again.

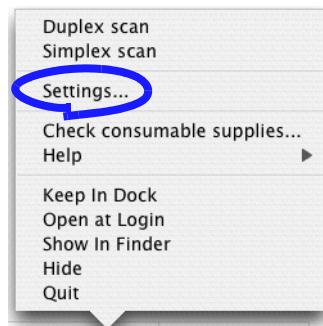
■ Scanning color document in black-and-white

By default, ScanSnap automatically recognizes whether a document is black-and-white or color. Color documents are output as color image data, and black-and-white documents are output as monochrome image data.

If you want to output all documents as monochrome image data, change the settings following the procedures below.

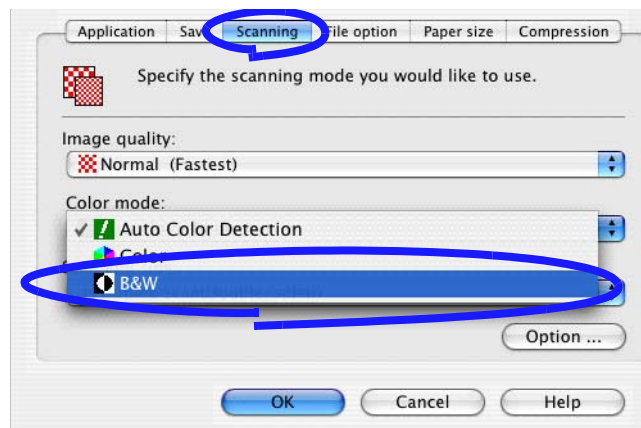



1. Click and hold down the mouse button on the ScanSnap icon , and select "Settings" from the displayed menu.



⇒ The "Scan and Save Settings" window appears.

2. On the [Scanning] tab, select "B&W" from the "Color mode" drop-down list.
If you want to scan all documents in color, select "Color" from the drop-down list.



3. Click the [OK] button to close the window.
4. Load the document onto the scanner.
5. Press the [SCAN] button .


⇒ The scanned images will be generated in black-and-white.

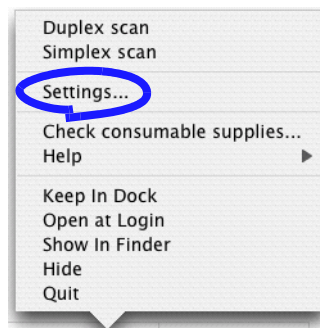
■ Skipping blank pages

ScanSnap is able to remove blank pages automatically. When documents in which double-sided and single-sided pages are mixed are scanned in "Duplex scan" mode, the backside of single-sided (blank) pages are automatically removed, and the image data of only necessary pages is generated.

To change the setting, follow the procedure below.

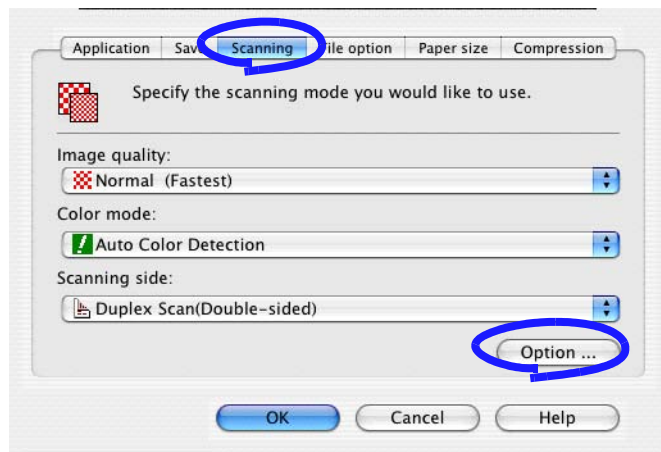


1. Click and hold the mouse button on the ScanSnap icon , and select "Settings" from the displayed menu.



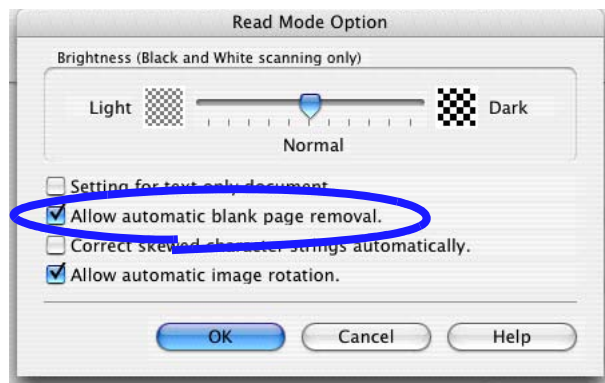
⇒ The "Scan and Save Settings" window appears.

2. On the [Scanning] tab, click the [Option] button.



⇒ The "Read Mode Option" window appears.

3. Mark the [Allow automatic blank page removal] checkbox.



4. Click the [OK] button and close all the windows.
⇒ The setting takes effect the next time you scan documents.

ATTENTION

The following types of documents may be accidentally recognized as blank pages:


- Almost blank documents containing only a few characters
- Documents of only one color (solid color including black) and without any patterns, lines, or characters

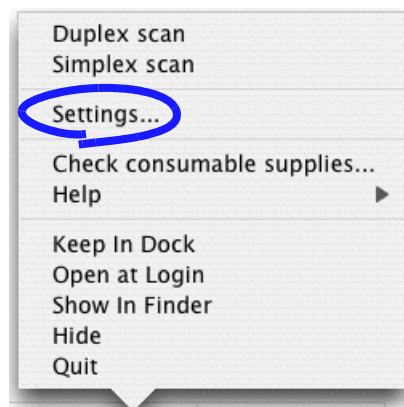
*When you scan such documents, clear the checkbox.

■ Correcting skewed documents

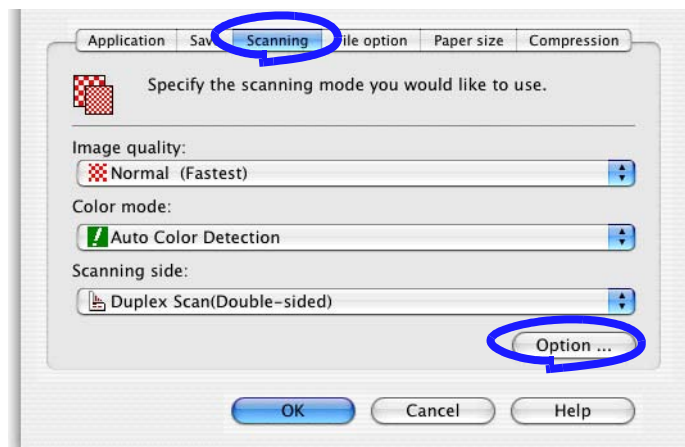
ScanSnap is able to automatically correct document skew. To change the setting, follow the procedure below.



1. Click and hold the mouse button on the ScanSnap icon , and select "Settings" from the displayed menu.

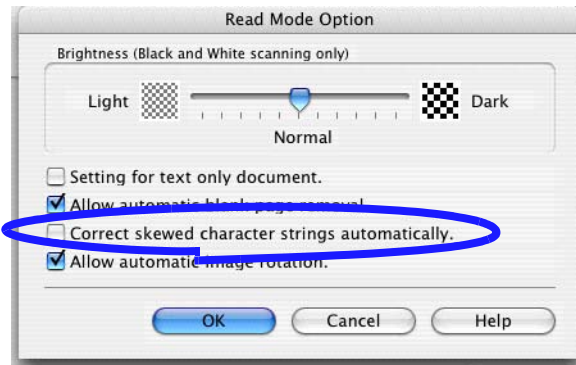


2. On the [Scanning] tab, click the [Option] button.




⇒ The "Read Mode Option" window appears.

3. Mark the [Correct skewed character strings automatically] checkbox.



4. Click the [OK] button and close all the windows.
 ⇒ The setting takes effect the next time you scan documents.



Up to +/-5 degrees of skew can be corrected.

This function detects a skew of the document based on the character strings on each sheet. Therefore, the detection may fail if the following kinds of documents are scanned:

- Documents on which the pitches of lines or characters are extremely narrow, or adjacent characters contact with each other
- Documents with many outlined or decorated characters
- Documents with many photographs or figures and fewer characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans)
- Documents with long diagonal lines
- Documents with handwritten characters


*When you scan such documents, clear the checkbox.

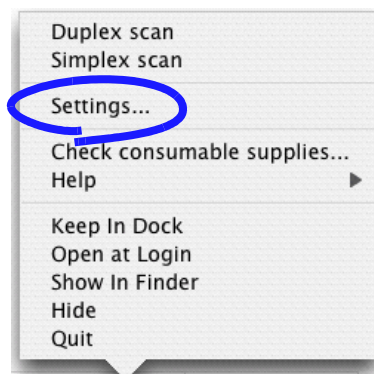
■ Correcting the orientation of scanned image

When there are pages of different orientations in a scanned document, ScanSnap is able to automatically rotate the orientation (view direction) of the scanned images. For example, it often happens that some pages are portrait (text) and some are landscape (tables) in a document. In addition, the backside of double-sided documents in calendar style is printed upside down.

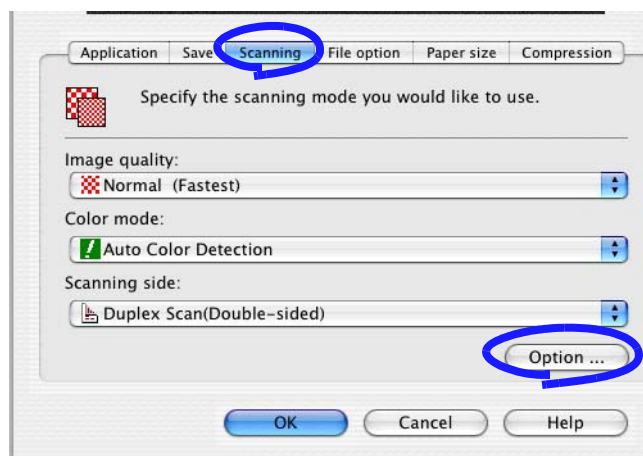
To change the setting, follow the procedure below.



1. Click and hold the mouse button on the ScanSnap icon , and select "Settings" from the displayed menu.

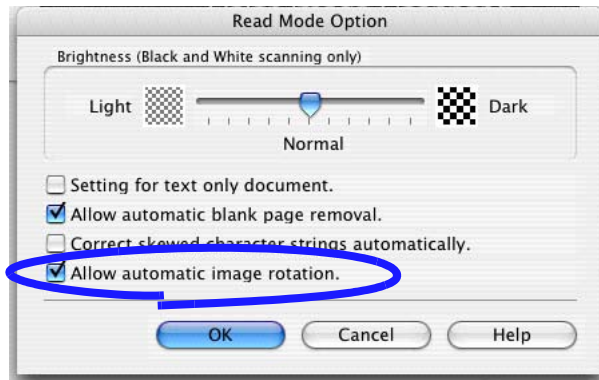


2. On the [Scanning] tab, click the [Option] button.



⇒ The "Read Mode Option" window appears.

3. Mark the [Allow automatic image rotation] checkbox.



4. Click the [OK] button and close all the windows.
⇒ The setting takes effect the next time you scan documents.



This function determines the orientation of pages based on the character's direction. Therefore, the following kinds of documents may not be recognized correctly.

- Documents with many extremely large/small characters
- Documents on which the pitches of lines or characters are extremely narrow, or adjacent characters contact with each other
- Documents with many characters that contact underlines or ruled lines
- Documents with many photographs or figures and a few characters
- Documents with characters in patterned background
- Documents with characters printed in various directions (e.g. plans)
- Documents with only capital letters
- Documents with handwritten characters


*When you scan such documents, clear the checkbox.

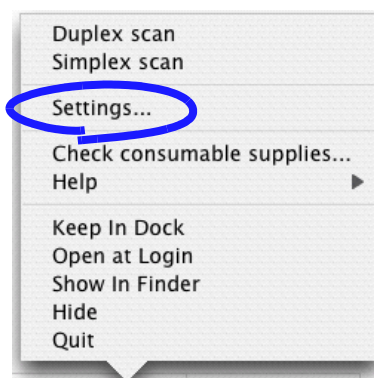
■ Scanning documents of different widths or sizes at a time

By marking the "Scan mixed paper size" checkbox, you can scan documents of different widths or sizes in one batch.

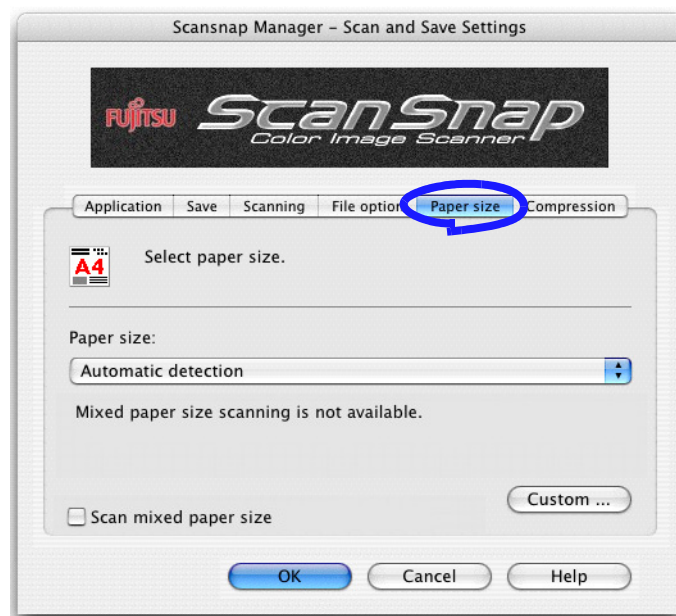
To scan documents of various sizes, do the following.



1. Click and hold the mouse button on the ScanSnap icon , and select "Settings" from the displayed menu.

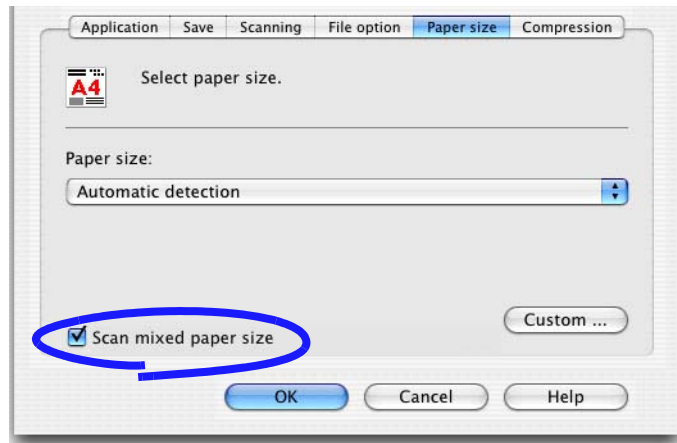


2. Select the [Paper size] tab.



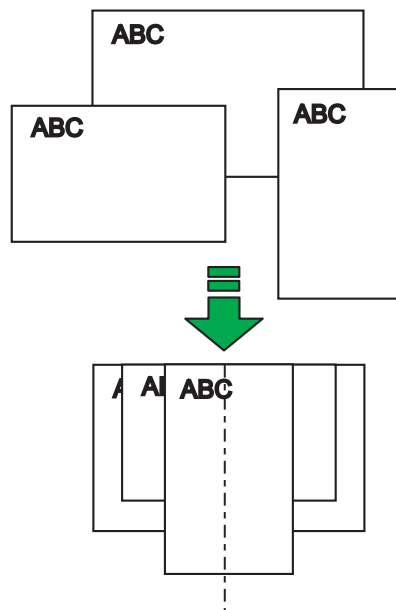
3. Mark the "Scan mixed paper size" checkbox.

- Click the [OK] button and close all the windows.

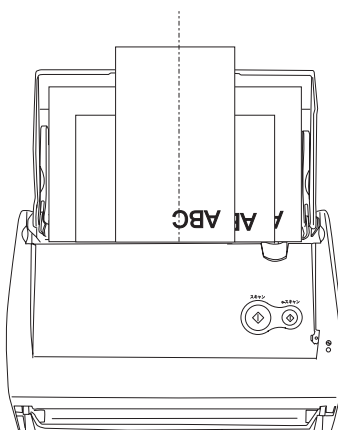


This function is available only when "Automatic detection" is selected from the "Paper size" drop-down list.

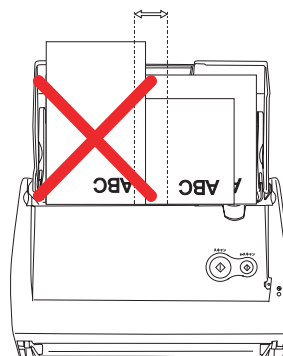
- Align the leading edge and centerline of all documents.



6. Load the documents onto the paper chute.



- Place all documents centering them under the pick roller.
(Documents that are not under the pick roller cannot be fed.)

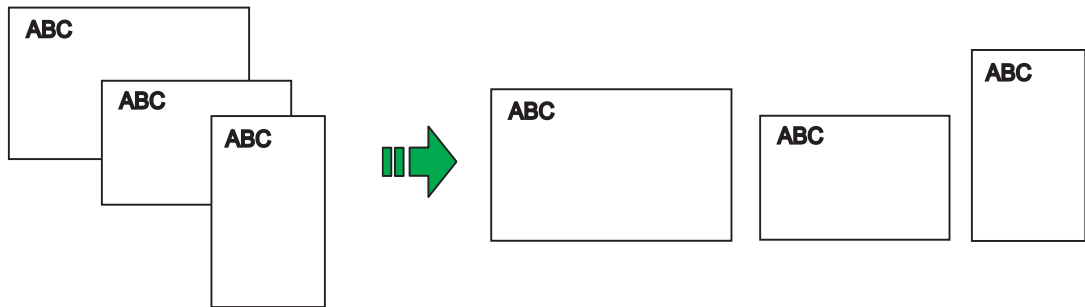



- Adjust the side guide to the widest document.
- Carefully load the smaller documents, which cannot contact the side guide, so that they can be fed straight. If the documents are skewed during a scan, the quality of scanned images may be degraded (chipped images/slant lines produced) or scanned images may be output in different size from the original.
If you have difficulties feeding documents straight, it is recommended to scan documents in several batches; scan documents of about the same size in one batch.
Note that smaller documents that cannot be guided by the side guide may cause a jam.



7. Press the [SCAN] button .

⇒ The size of all images output conforms to the respective documents.



 If the document was skewed during scanning, the output image size may be different from the original document size.

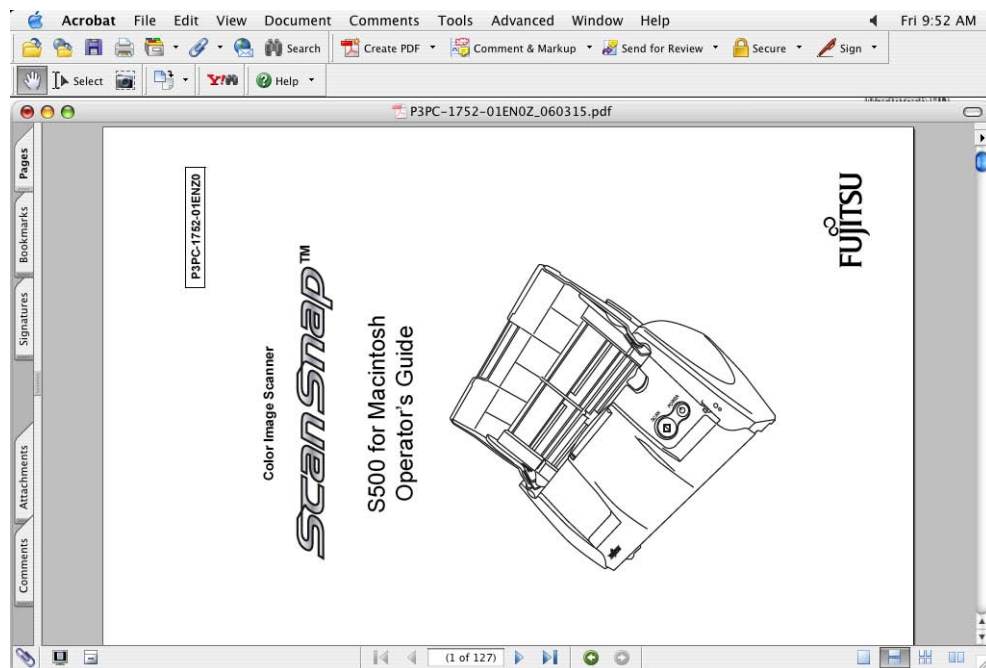
■ Rotating the page view of a PDF file

Even after scanning a document and saving it as a PDF file, you can change the view direction of this PDF file with Adobe Acrobat.

When you want change the orientation of any other pages, follow the procedure below.

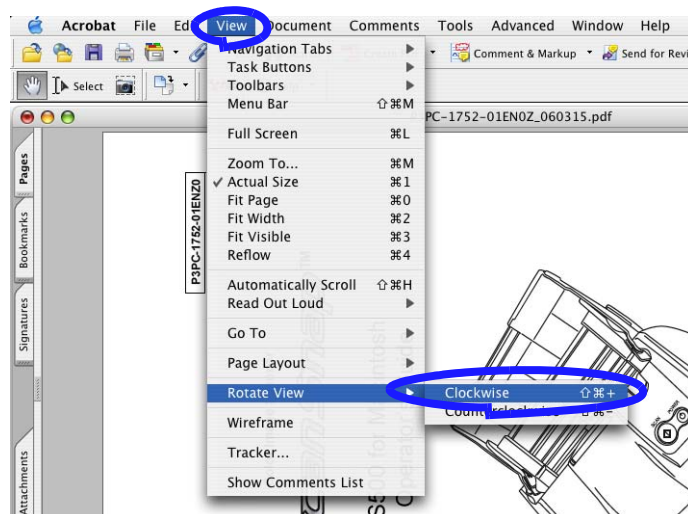


1. With Adobe Acrobat, open the PDF file you want to change the view direction.

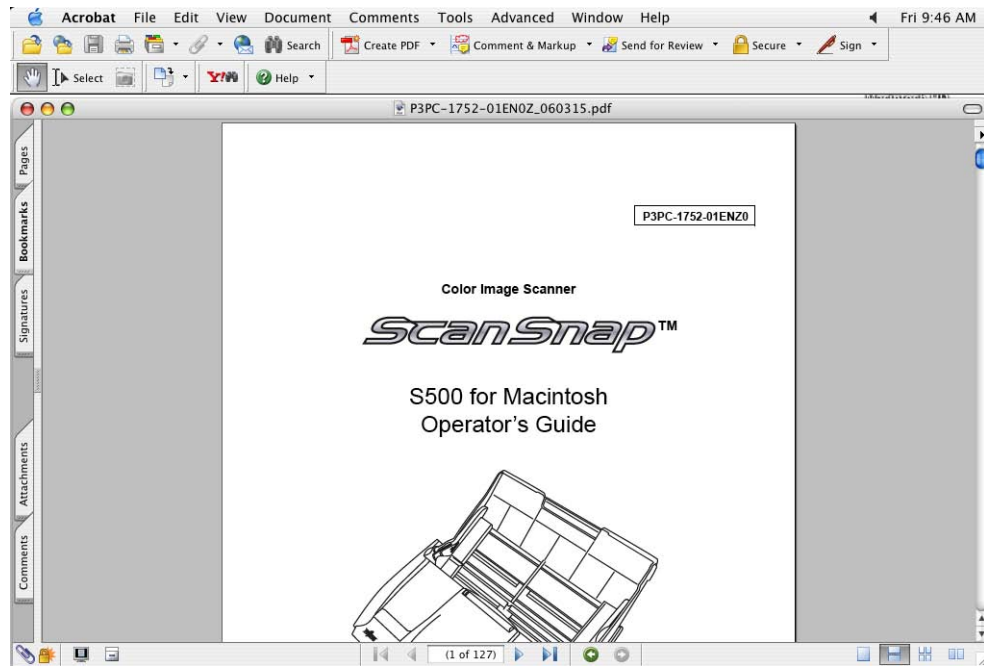


2. From the menu bar, select [View] and [Rotate View], and then specify the direction of the rotation.

In this case, select [Clockwise].



3. You see the view direction is changed.



For details on this function, refer to "Adobe Acrobat Help."


■ Saving scanned images in multiple files

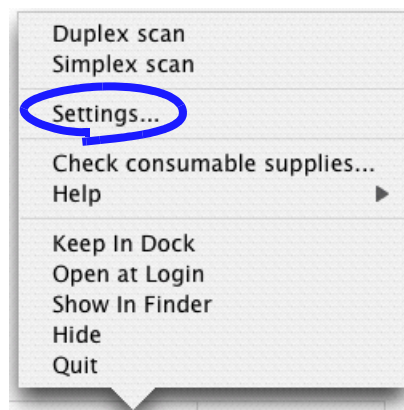
ScanSnap can save scanned images to multiple PDF files, each of which contains a preset number of pages.

For example, you can scan a batch of filled forms and create a separate file for each.

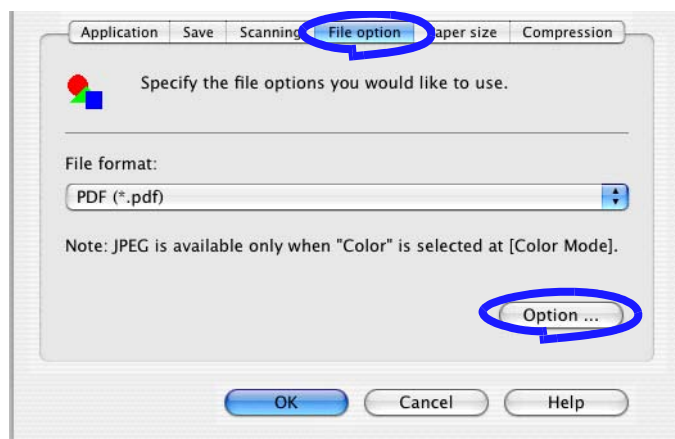
To change the setting, follow the procedure below.



1. Click and hold the mouse button on the ScanSnap icon , and select "Settings" from the displayed menu.



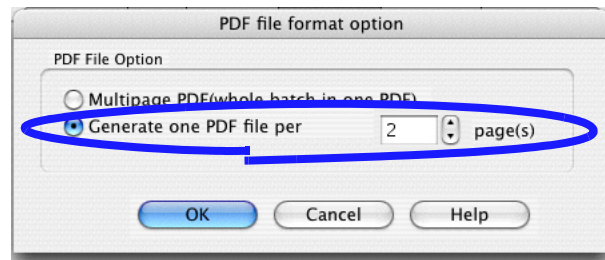
2. On the [File option] tab, click the [Option] button.



Make sure that "PDF(*.pdf)" is selected from the "File format" drop-down list.

3. In the "PDF file format option" window, select "Generate one PDF file per x Page" and a number.

Every PDF file created contains the specified number of pages.



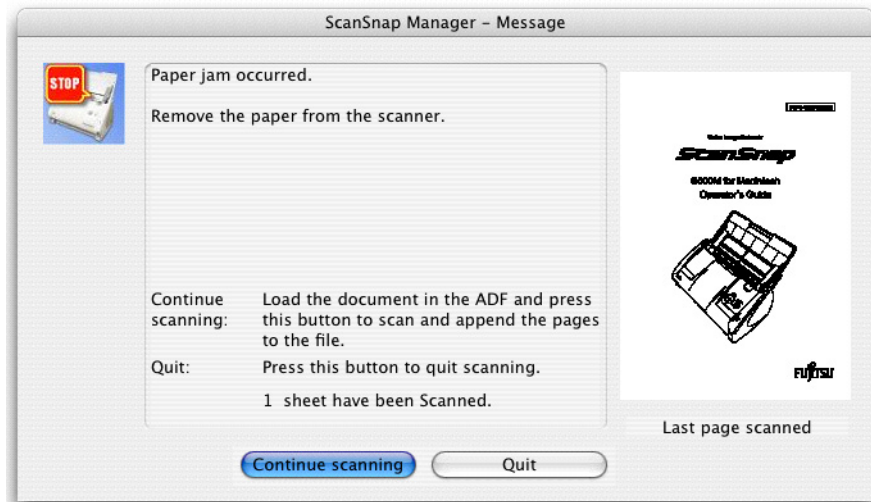
In "Duplex scan" mode, one sheet of paper has two pages (a front and a back). It is recommended that you clear the [Allow automatic blank page removal] checkbox on the "Read Mode Option" window; to open the window, select the [Scanning] tab and click the [Option] button. If this function is enabled, the number of pages may be different between the created file and the original document that has blank pages.

4. Click the [OK] button to close the window.

⇒ The setting takes effect the next time you scan documents.

■ Continuing/stopping scanning after an error

If an error such as the paper jam occurs while you scan a document containing more than one pages, you will see the following message.



You can continue or stop scanning using the following procedure.



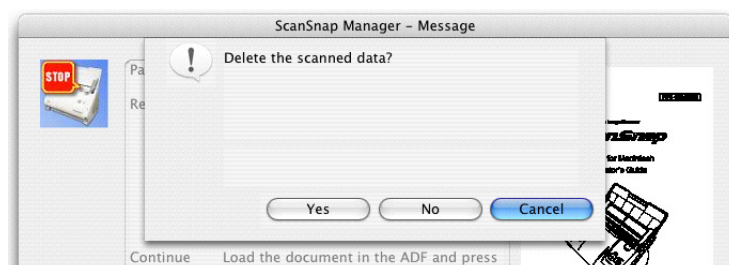
To continue scanning:

1. Check the last scanned page in the "Message" window.
2. Load the un-scanned pages back onto the ADF.
3. Click the [Continue scanning] button to restart the scanning.

To quit scanning:

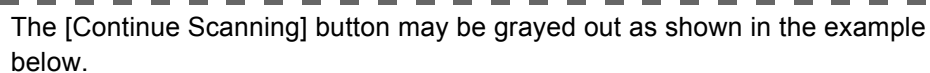
1. Click the [Quit] button.

⇒ The following window appears.



2. Click the [Yes] button to delete the data of pages scanned before the error occurrence, or click the [No] button to save the data. (*Click the [Cancel] button to return to the previous window.)

Basic Scanner Operations



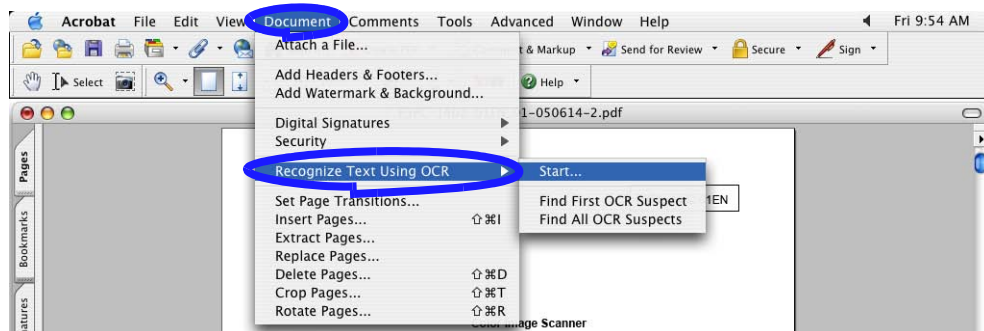
■ Converting scanned images to searchable text with OCR

If you scan a text document, you will get an image of the document containing all the signs, letters, and numbers. However, the image data cannot be recognized as text. This means that you are not able to search the content of your document until processing it with OCR (Optical Character Recognition).

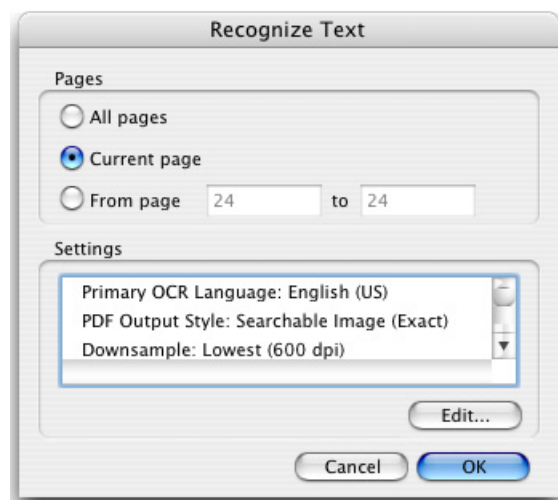
You can convert such image data into searchable text by processing with OCR ("Recognize Text" function) of Adobe Acrobat 7.0.




1. With Adobe Acrobat, open the PDF file you wish to convert.
2. From the menu bar, select [Document], and select [Recognize Text Using OCR] and then [Start].



3. In the following window, configure the necessary settings, and then click the [OK] button.



⇒ The text information is added to the image data by the "Recognize Text" function.



An error may occur when data scanned at 600dpi or more is converted with Adobe Acrobat 7.0.0. To avoid the error, do the following:
If you are scanning color documents, in the "ScanSnap Manager - Scan and Save Settings" window, select the [Scanning] tab and set "Image quality" to "Better (Faster)" or "Best (Slow)" and scan the documents.
If you are scanning black-and-white documents, set "Image quality" to "Normal (Fastest)" or "Better (Faster)" and scan the documents.
For details about this function, refer to "Adobe Acrobat 7.0 Help."

Chapter 4



Uninstalling ScanSnap

The "Uninstallation" process removes the ScanSnap program files, which are installed on your computer, from the hard disk and restores the system environment to its original state. This chapter describes how to uninstall ScanSnap.





4

4.1 Uninstalling Supplied Programs	76
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4.1 Uninstalling Supplied Programs

Follow the procedure below to uninstall ScanSnap Manager.


■ To uninstall ScanSnap Manager in Mac OS X v10.2

1. Start your computer.
2. Quit ScanSnap applications; all users must quit those running applications.
(Click and hold the mouse button on the ScanSnap icon , and select "Quit" from the displayed menu.)
3. If the ScanSnap icon  still remains on the Dock menu, drag the ScanSnap icon  into the Trash.
4. From the Apple () menu, select "System Preferences."
⇒ The "System Preferences" window appears.
5. Select "Login Items."
⇒ The "Login Items" window is displayed and all the applications logged in are displayed.
6. Select "ScanSnap Manager" to delete it.
7. Click the [Remove] button.
⇒ "ScanSnap Manager" is deleted from the list.
8. Close the "Login Items" window.
9. Log in as the computer Administrator, and then, with Finder, select the folder in which ScanSnap is installed (generally, you can find "ScanSnap" in the "Applications" window), and drag it into the Trash.
10. In a multi-user environment, every user must perform steps 3 to 8.
11. Empty the Trash.
⇒ "ScanSnap Manager" is uninstalled.

■ To uninstall ScanSnap Manager in Mac OS X v10.3/v10.4

1. Start your computer.
2. Quit ScanSnap Manager; all users must quit those running applications.
(Click and hold the mouse button on the ScanSnap icon , and select "Quit" from the displayed menu.)
3. If the ScanSnap icon  still remains on the Dock menu, drag the ScanSnap icon  into the Trash.
4. From the Apple () menu, select "System Preferences."
5. In the "System Preferences" window, select "Accounts."
⇒ The [Accounts] window appears.
6. In the "Accounts" window, select the relevant user from the "My Account" pane.
7. In the "Accounts" window, click "Login Items" (if your OS is Mac OS X v10.4) or "Startup Item" (if your OS is Mac OS X v10.3).
⇒ In the "Login Items" (Mac OS X v10.4) pane or the "Startup Items" (Mac OS X v10.3) pane, a list of all applications that automatically start at a login is displayed.
8. Select "ScanSnap Manager" to delete it.
9. Click (-).
⇒ "ScanSnap Manager" is deleted from the list.
10. Close the "Accounts" window.
11. Log in as the computer Administrator. With Finder, select the folder in which ScanSnap is installed (generally, you can find "ScanSnap" in the "Applications" window.) and drag it into the Trash.
12. In a multi-user environment, every user must perform steps 3 to 10.
13. Empty the Trash.

Chapter 5



Troubleshooting

This chapter describes how to remove jammed documents and troubleshoot other problems.

5.1 Clearing Document Jams	80
5.2 Troubleshooting Checklist.....	82

5.1 Clearing Document Jams

Cautions in clearing a paper jam are as follows:



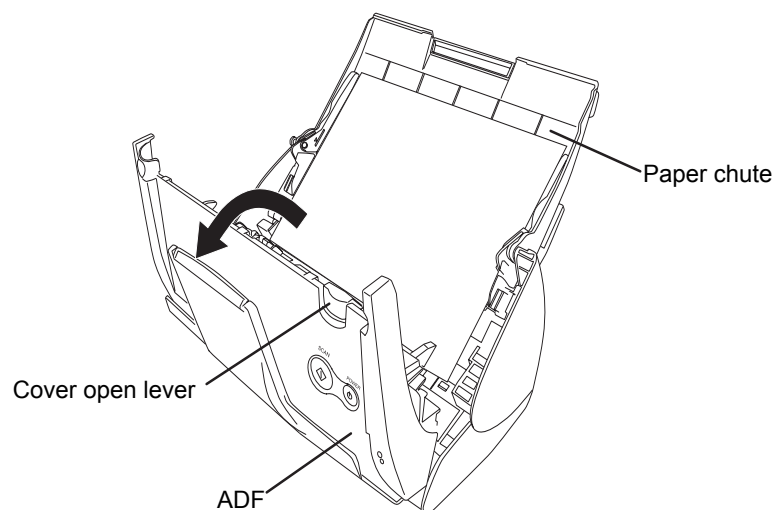
- Do not pull out the jammed paper by force; be sure to open the ADF before removing the jammed document.
- Do not touch sharp objects inside the scanner when removing jammed paper or you might be injured.
- When removing the jammed paper, be careful not to get your necktie or necklace entangled in the scanner.
- The surface of the ADF glass can become very hot during operation. Take care not to get burned.



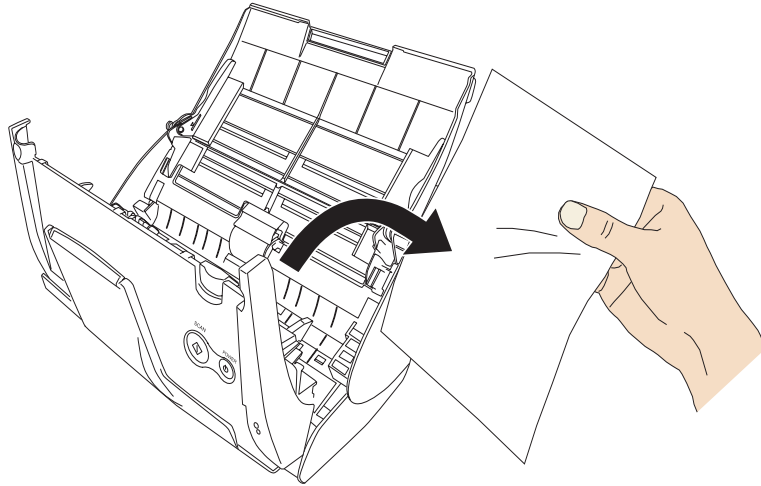
Clean the inside of the scanner, following the guidelines in section "6.3 Cleaning the Inside of the Scanner" (page 90).



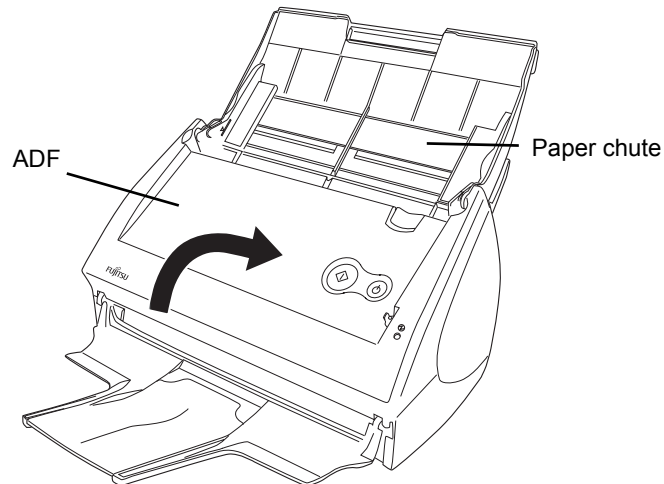
1. Remove the document on the paper chute.
2. Pull the cover open lever to open the ADF.



3. Remove the jammed paper.



4. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

ATTENTION

Make sure that the ADF is firmly closed. Otherwise, paper jams or other feeding errors may occur.




5.2 Troubleshooting Checklist

This section describes common problems that may occur during the use of ScanSnap and how to solve them.

Check the items as described in the following table before requesting repair service.

If you cannot solve the problem even after checking the following items, contact an authorized FUJITSU scanner service provider.

Symptom	Check The Item Out	Resolution
The scanner cannot be turned on.	Is the AC/USB cable and the AC adapter connected correctly?	Connect the AC/USB cable and AC adapter correctly.
		Disconnect and then re-connect the AC cable and AC adapter.
	Is the paper chute closed? (The scanner is automatically powered on/off when the paper chute is opened/closed.)	Open the paper chute.
	Is the Mac OS started completely? (This scanner is powered on/off in conjunction with the computer.)	Wait until Mac OS X is started up completely. The ① LED stays out while Mac OS X is starting up or in the sleep mode.
	Did you press the [POWER] button unintentionally to turn off the scanner? (Pressing the [POWER] button turns off the scanner even if the paper chute is open.)	Press the [POWER] button for more than 1 second.
	Did you restart the computer from the sleep mode? The power supply of the scanner is not supported in the sleep mode. Therefore, the power supply of the scanner remains off when the computer recovers from the sleep mode, although the scanner is automatically turned off in conjunction with the computer when the computer goes into the sleep mode.	Press the [POWER] button for more than 1 second, and turn on the power manually.

Symptom	Check The Item Out	Resolution
Scanning does not start.	Is the USB cable connected correctly?	Connect the USB cable correctly. (When a hub is used, check the hub's power supply.)
	Is the  LED light blinking?	Disconnect and then re-connect the AC cable and AC adapter. (Wait at least 5 seconds before reconnecting the AC or USB cable.)
	Is ScanSnap Manager surely started? (If ScanSnap Manager is active, the "ScanSnap Manager" icon  with a triangle below it appears in the Dock menu.)	If the "ScanSnap Manager" icon is not displayed, with Finder, select the destination folder where ScanSnap is installed (generally, you can find "ScanSnap" in "Applications"), and then select "ScanSnap Manager" to start up "ScanSnap Manager."
	Is ScanSnap Manager running normally? (If ScanSnap Manager is not running normally, the "ScanSnap Manager" icon in the Dock menu is in the not-ready state  .) Depending on the features of the computer, the scanner may not be recognized shortly after the power is turned on back if the computer goes into the sleep mode before turning off the power.	Perform the following: 1. Disconnect and re-connect the AC cable and AC adapter. If doing so does not improve the situation, perform step 2. 2. If a USB hub is being used, directly connect ScanSnap to your computer. If this does not improve the situation, perform step 3. 3. Restart your computer. If none of the above operations resolves the problem, uninstall and re-install ScanSnap Manager.
	Is the "Scan and Save Settings" window still displayed?	Close the "Scan and Save Settings" window, and restart scanning.
Vertical lines appear in the scanned image.	Is the inside of the ADF dirty?	Clean the inside of the ADF following the instructions in chapter "6 Daily Care" (page 87).
The scanned image shifts or is distorted.	Is the document loaded correctly?	Load the document correctly, referring section "Loading Documents" on page.31.
The scanned image is too light or too dark.	In B&W scanning, is the "Brightness (Black and White scanning only)" setting set to extremely Light or Dark?	Adjust "Brightness" in the "Read Mode Option" window, which you can open by clicking the [Option] button on the [Scanning] tab in the "Scan and Save Settings" window.

Symptom	Check The Item Out	Resolution
Thin lines are faint on the document. (Example: The ruled lines of the table are invisible.)	Are you scanning documents including typed text, tables with ruled lines, or handwritten text in color mode?	The color mode is used for capturing color images such as the photo in high quality. For other documents including textual content, mark the "Setting for text only document" checkbox, which is in the "Read Mode Option" window, which can be opened by clicking the [Option] button on the [Scanning] tab of the "Scan and Save Settings" window.
The scanning speed is very slow.	Does your computer satisfy the recommended system requirements?	Confirm the system requirements, referring "Before Installing ScanSnap Manager" (page 6). Scanning speed will slow down if the recommended CPU and memory requirements are not met. If this is the case, in the "Scan and Save Settings" window, select the [Scanning] tab, click the [Option] button, and then clear the following checkbox in the "Read Mode Option" window to increase the scanning speed. <ul style="list-style-type: none"> • Correct skewed character strings automatically • Allow automatic image rotation
	Is the scanner connected via USB 1.1 port? Note: If USB 1.1 port is used, scanning speed may be very slow when a large amount of data is transferred.	If your computer has an USB 2.0 port, connect the scanner to this port. (If a USB hub is used, it must also support USB 2.0.) If a 1.1 device is on a 2.0 hub, it can slow all of the devices.(*1)
Multi-feeds (*2) occur frequently.	Is the Pad ASSY dirty?	Clean the pad following the instructions in section "6.3 Cleaning the Inside of the Scanner" (page 90).
	Is the Pad ASSY worn?	Replace the Pad ASSY following the instructions in section "7.2 Replacing the Pad ASSY" (page 98).
	Is the document stack thicker than 0.2 in. (5mm)?	Reduce the number of sheets to less than 0.2 in. (5mm) thick and load the document.

Symptom	Check The Item Out	Resolution
Sheets of paper are not fed (stops midway).	Is the Pick roller dirty?	Clean the Pick roller following the instructions in section "6.3 Cleaning the Inside of the Scanner" (page 90).
	Is the Pick roller worn?	Replace the Pick roller following the instructions in "7.3 Replacing the Pick Roller" (page 101).
	Are there any foreign materials on the document feed path?	Remove any foreign materials from the document feed path. Refer to "5.1 Clearing Document Jams" (page 80).
	Does the loaded document satisfy the conditions described in section "Scanning Different Document Types" (page 29)? If not, they may not pass smoothly through the ADF.	Try the following: <ul style="list-style-type: none"> Slightly press down the first sheet of the document with your finger at the beginning of scanning. Change the sheet feeding direction.
The file size of a scanned black-and-white image is the same as that of a color document.	Is the black-and-white document scanned in the color mode?	Select "B&W" from the "Color mode" dropdown list on the [Scanning] tab of the "Scan and Save Settings" window.
Images on the back-side of the pages, which are printed-through, are overlaid on the scanned image when scanning a double-sided document (print through).	Is the "Setting for text only document" checkbox (which is in the "Read Mode Option" window opened by clicking the [Option] button on the [Scanning] tab of the "Scan and Save Settings" window) cleared?	Mark the "Setting for text only document" checkbox.
Scanned images are not displayed on the screen (when "Allow automatic blank page removal" is enabled).	When "Allow automatic blank page removal" is enabled, almost blank documents with only a few characters may be accidentally recognized as blank pages and removed from the scanned image data.	In the "Scan and Save Settings" window, select the [Scanning] tab, click the [Option] button, and then clear the "Allow automatic blank page removal" checkbox.
Scanned images are skewed (when "Correct skewed character strings automatically" is enabled).	Are the document skewed +/-5 degrees or more while it is fed into the ADF?	This deskew function can correct a skew of less than +/-5 degrees. Load the document onto the scanner using the side guide so that the document skew does not exceed this limit.
	Depending on the contents of the document, the automatic image deskew may not work properly.	Refer to "Correct skewed character strings automatically." (page 44)

Symptom	Check The Item Out	Resolution
The orientation of scanned images is not displayed correctly (when "Allow automatic image rotation" is enable.)	Depending on the contents of the document, the automatic image rotation may not work properly.	For information about the "Allow automatic image rotation" checkbox, refer to "Correcting the orientation of scanned image" (page 60)
Letters on the scanned images cannot be read.	Have you scanned documents written in small letters?	When small letters are squashed, select "Excellent" in the Image quality drop-down list on the [Scanning] tab of the "Scan and Save Settings" window, and then re-scan the document. Note: If you scan the document in the Excellent quality, the data size of the scanned image increases and thus time required for scanning is lengthened.
The document is not fed properly or gets jammed.	Is the inside of the scanner dirty?	Clean the dirty locations.
The scanned image is chipped/Slant lines are produced on the scanned image/The output image is wider than the original.	With "Automatic detection" being selected in the "Paper size" drop-down list, was the document skewed during a scan?	Neatly align the edges of paper sheets with Side Guide. * If you are scanning documents of mixed paper sizes, marking the "Scan mixed paper size" checkbox [See "Scanning documents of different widths or sizes at a time" (page 62)], carefully load smaller documents so that they can be fed straight. If those documents cannot be fed straight, it is recommended to scan only documents of about the same size at a time.

(*1): To confirm whether the scanner is connected with USB1.1 or USB2.0, click and hold the mouse

button on the ScanSnap icon  , select [Help] - [About ScanSnap Manager], then click [Detail]

button on "Version Information" window. "USB type" is displayed in "Scanner and driver information."

(*2): The term "Multi-feed" refers to an error in which two or more sheets are fed into the scanner simultaneously.

* The latest information, which is updated on an as-needed basis, is available at the FAQ corner of our website. Please visit the website at:

<http://scansnap.fujitsu.com/>

Chapter 6

Daily Care

This chapter describes how to clean ScanSnap.



Fire/Electric Shock




Before you clean the scanner, turn off the scanner and disconnect the AC adapter from the power outlet.

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6.2 Cleaning the Scanner Exterior & Stacker	89
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6.3 Cleaning the Inside of the Scanner	90
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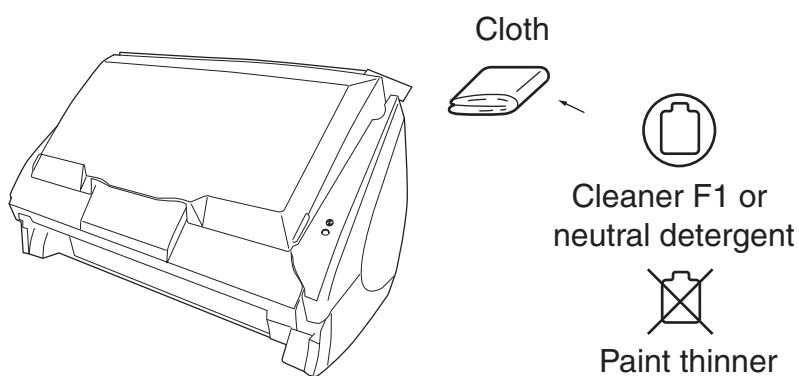
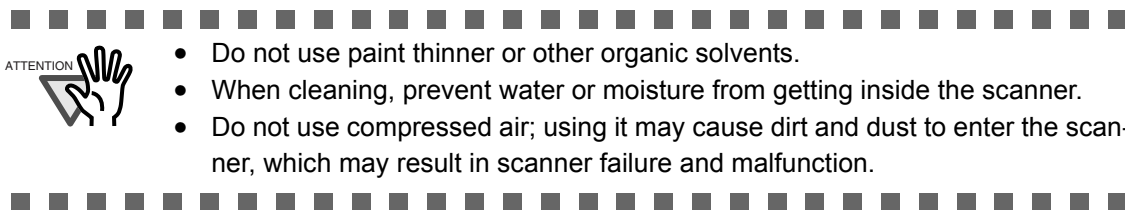
6.1 Cleaning Materials

Cleaning Materials	Parts No.	Remarks
Cleaner F1 	CA99501-0013	1 bottle (100ml) Moisten a cloth with this fluid and wipe the scanner clean. (*1)
Lint-free dry cloth	Commercially available. (*2)	

*1) To purchase cleaning materials, contact the FUJITSU scanner dealer where you purchased the scanner.

*2) Any lint-free cloth can be used.

Clean the scanner exterior and the stacker with a cloth moistened with a small amount of Cleaner F1 (isopropyl alcohol) or any neutral detergent.



6.3 Cleaning the Inside of the Scanner

Clean the inside of the scanner with a cloth moistened with Cleaner F1.

After the scanner has been in use for a period of time, its inside will be contaminated with paper debris and dust. The accumulation of debris and dust may cause scanning problems.

As a guideline, clean the ADF at least every 1,000 scans. Note that this depends on the type of the documents scanned. For example, the ADF must be cleaned more frequently if documents are scanned when the ink has not been sufficiently fixed on the paper.

Clean the ADF according to the following procedure. (Refer to the illustrations on the following page.)



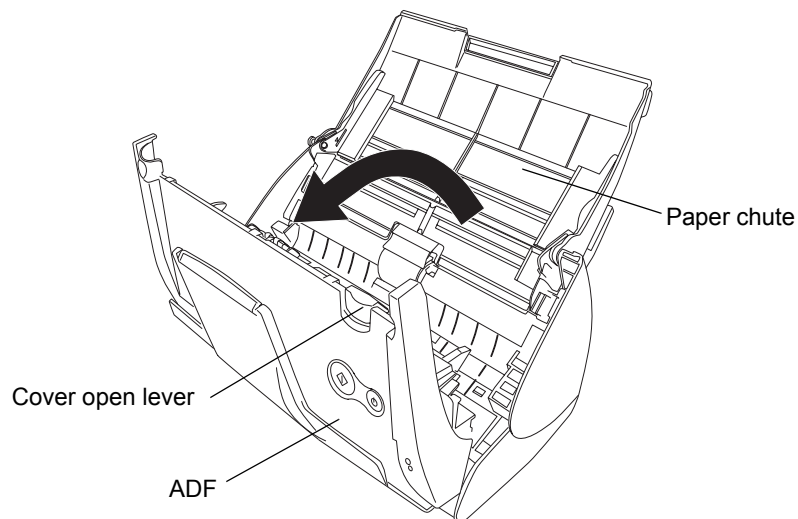
The glass surface inside the ADF becomes hot during the scanner operation.

Before you start cleaning, disconnect the AC adapter from the outlet and wait at least 15 minutes for the scanner to cool down.

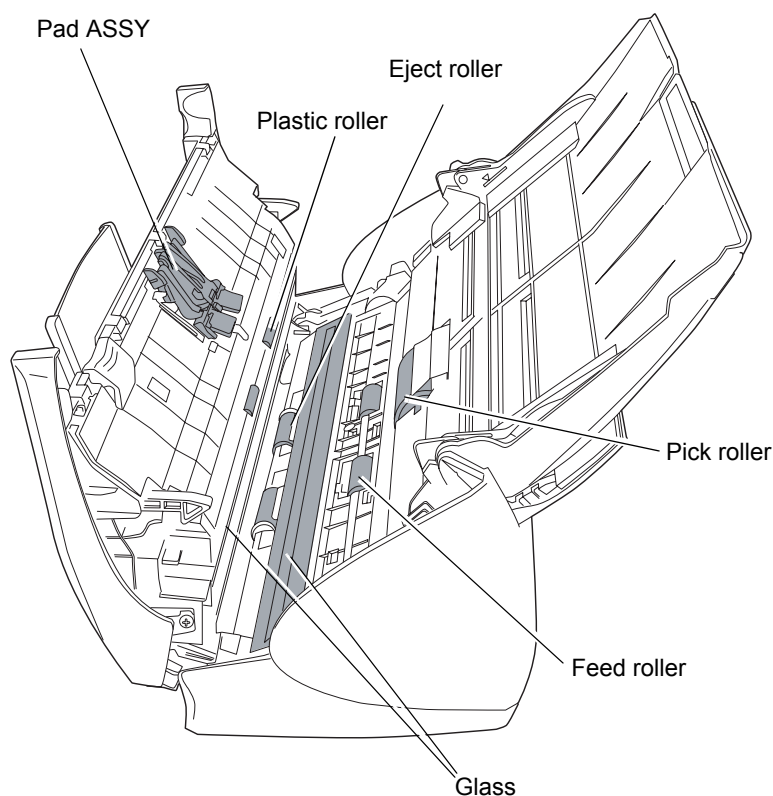


- Do not use water or neutral detergent to clean the inside of the scanner.
- Do not use compressed air to clean the scanner. Compressed air cause dirt and dust to enter the scanner, which may result in scanner failure and malfunction.

1. Pull the cover open lever to open the ADF.



2. Clean the following locations with a cloth moistened with cleaner F1.



Turn off the scanner before cleaning the following locations.

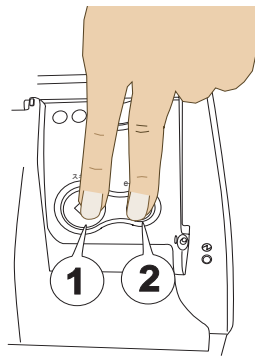
- **Pad ASSY (x 1)**
Remove the dirt on the rubber tabs by wiping downward. When cleaning the Pad ASSY, take care to prevent the cloth from catching on to the metal parts.
- **ADF glass surfaces (x 2 located on the ADF and the base unit)**
Wipe off the dirt gently.
- **Pick roller (x 1)**
Wipe to clean the roller while turning it with your finger, be careful not to scratch the surface. Take particular care in cleaning the Pick roller since black debris on the roller adversely affect the pickup performance.
- **Plastic rollers (x 4)**
Clean them lightly while rotating the rollers with your finger. Take care not to scratch the surface of the rollers. Take particular care in cleaning the plastic rollers since black debris on the rollers adversely affect the pickup performance.

Turn on the scanner before cleaning the following locations, and rotate the rollers to clean them thoroughly.

- Feed rollers (x 2)
Clean lightly taking care not to scratch the surface of the rollers. Take particular care in cleaning the feed rollers since black debris on the rollers adversely affect the feed performance.
- Eject rollers (x 2)
Clean lightly taking care not to scratch the surface of the rollers. Take particular care in cleaning the eject rollers since black debris on the rollers adversely affect the feed performance.

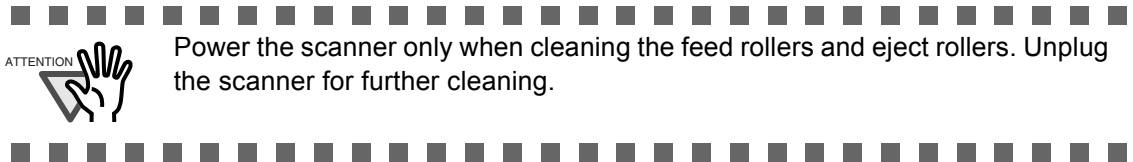
When the ADF is open and the [SCAN] button is held down, pressing the [POWER] button once will rotate the Feed and Eject rollers by a certain angle.

Generally speaking, six presses of the [POWER] button make the rollers rotate one full turn.

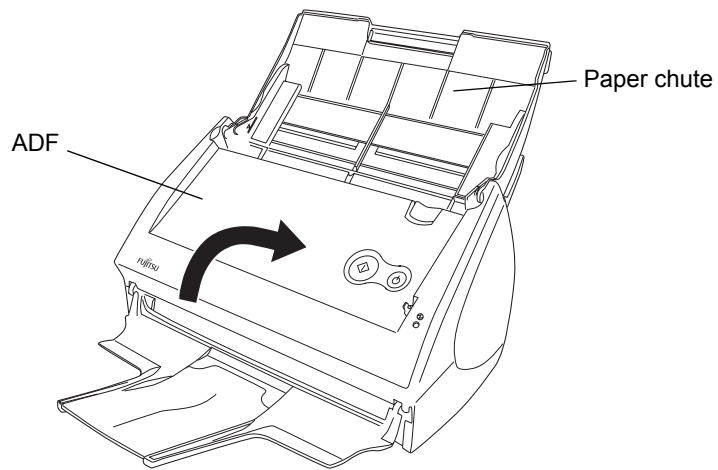


1. While holding down the [SCAN] button....
2. ...press the [POWER] button.

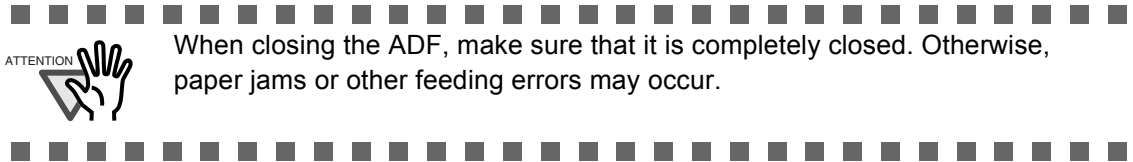
\Rightarrow The rollers rotate.



3. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.



Chapter 7

Replacing Consumables

This chapter describes how to replace consumables.



Fire/Electric Shock



Before you replace the consumables, turn off the scanner and disconnect the AC adapter from the power outlet.

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7.2 Replacing the Pad ASSY	98
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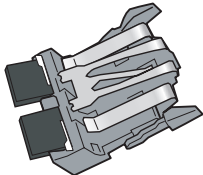
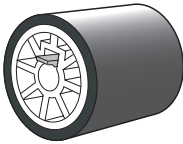
7.3 Replacing the Pick Roller	101
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7.1 Replacing Consumables

This section describes how to replace consumables.

■ Part Nos. and Replacement Cycles of Consumables

The following tables list the part numbers of consumables and their suggested replacement cycles.


No.	Description	P/N	Suggested Replacement Cycle
1	Pad ASSY 	PA03360-0002	50,000 sheets or one year
2	Pick roller 	PA03360-0001	100,000 sheets or one year

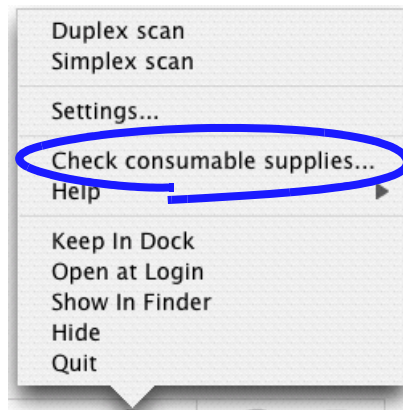
The suggested replacement cycles are based on A4/Letter sized paper free of wood fibers 80 g/m² (21 lb). Depending on the actual paper used, the replacement cycles may vary.

Use only the consumables specified by PFU LIMITED. Do not use consumables and parts made by other manufacturers.

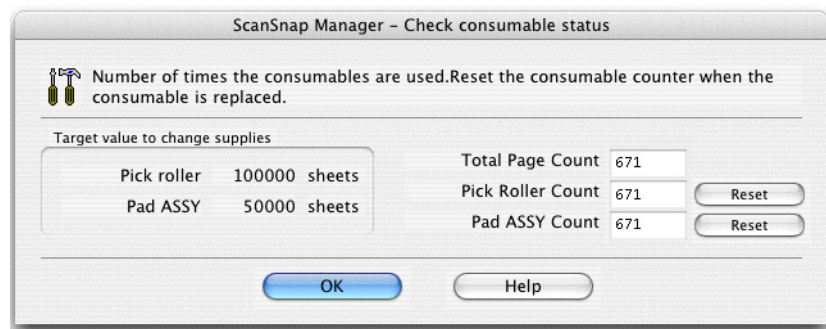


Use the following procedure to check the target values for replacement and usage information of consumables.

1. Click and hold the "ScanSnap Manager" icon  in the Dock menu.
2. Click [Check consumable supplies...] on the menu.



⇒ The "Check consumable status" screen appears. This screen indicates how many times consumables have been used.



Replace consumables using "Target value to change supplies" as guidelines.

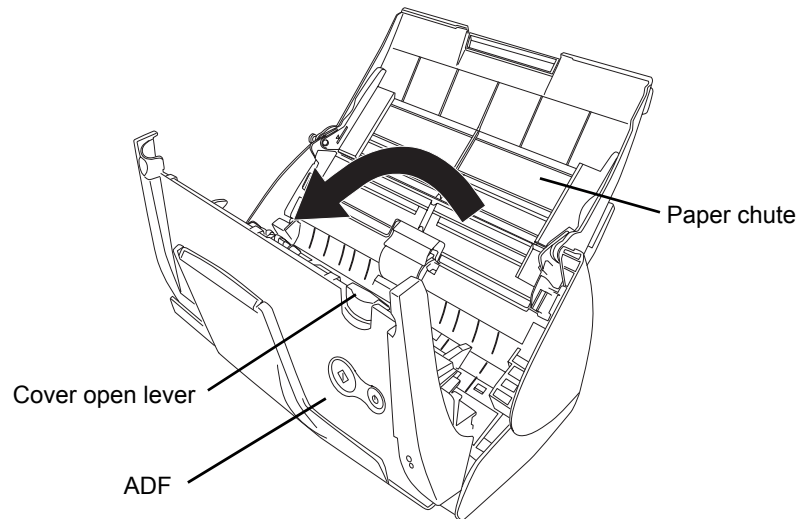
For details about purchasing consumables, visit the website below or contact the Fujitsu scanner dealer where you purchased your scanner.

[Website] <http://scansnap.fujitsu.com/>

7.2 Replacing the Pad ASSY

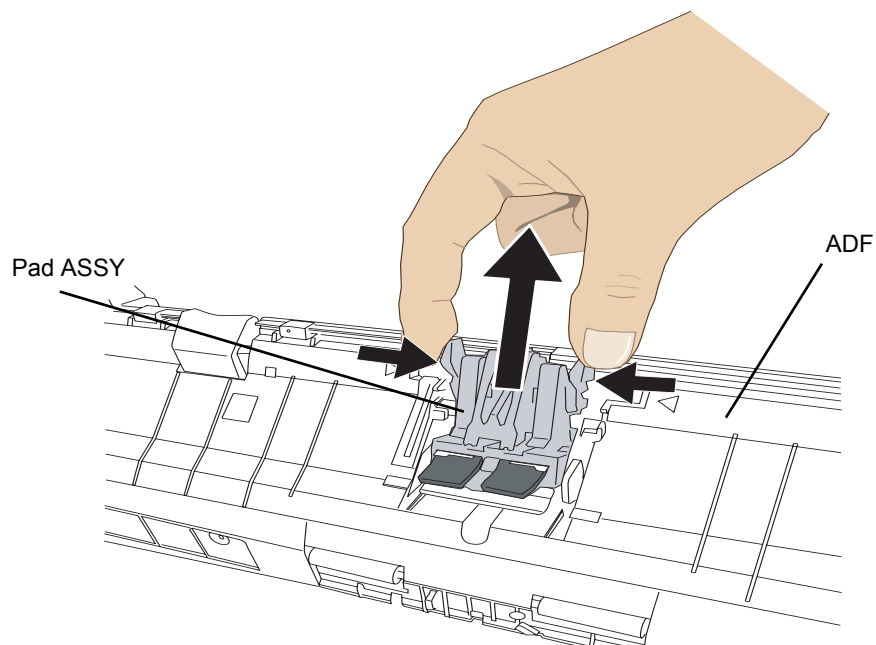
Replace the Pad ASSY following the procedure below.

1. Remove the documents on the paper chute.
2. Pull the cover open lever to open the ADF.

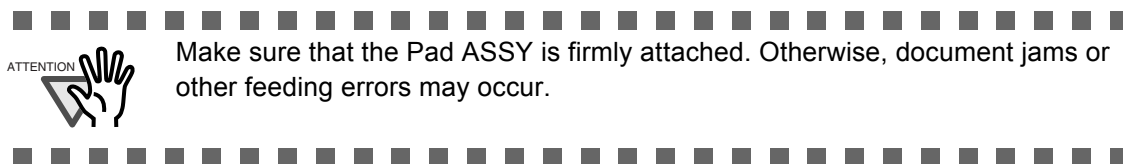
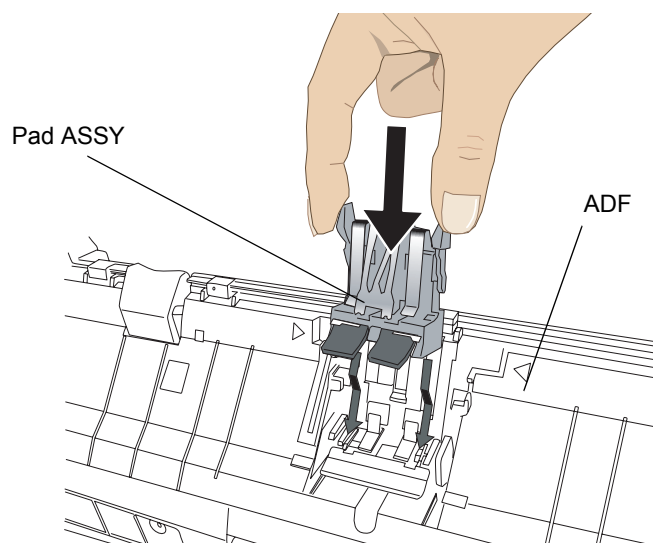


3. Remove the Pad ASSY.

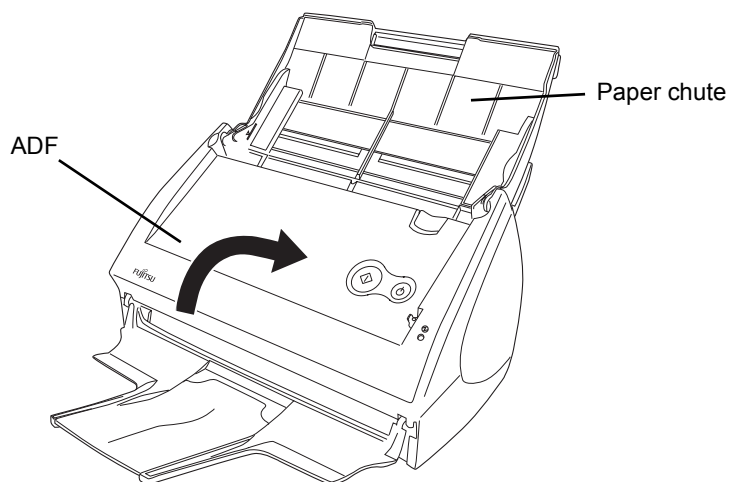
Pinch both ends of the Pad ASSY and pull it out as shown below.



4. Attach the new Pad ASSY.



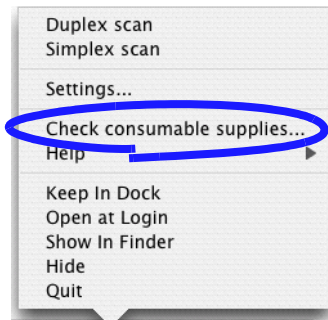
5. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

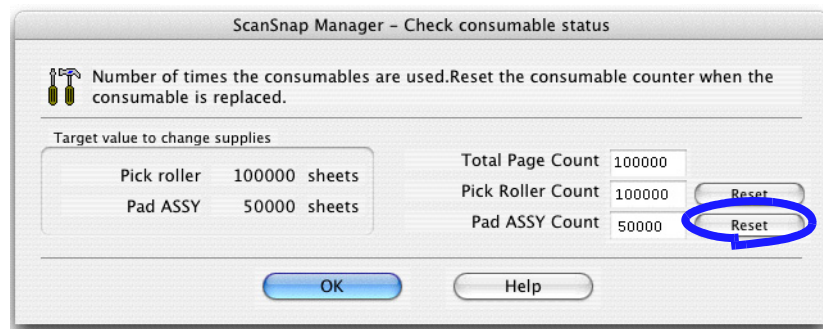
6. Turn on the scanner.

- Click and hold the "ScanSnap Manager" icon on the Dock menu, and select [Check consumable supplies...] from the menu.

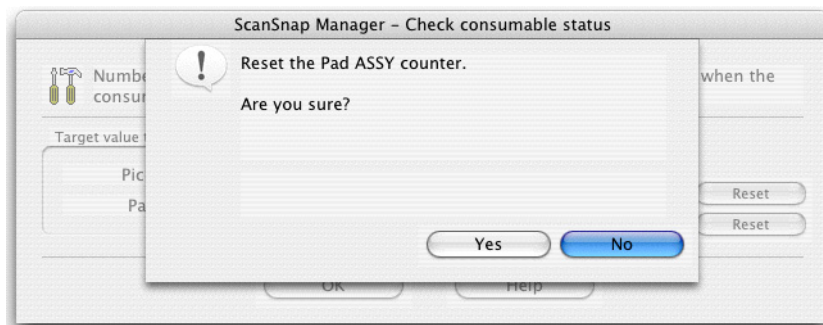


⇒ The "Check consumable status" window will appear.

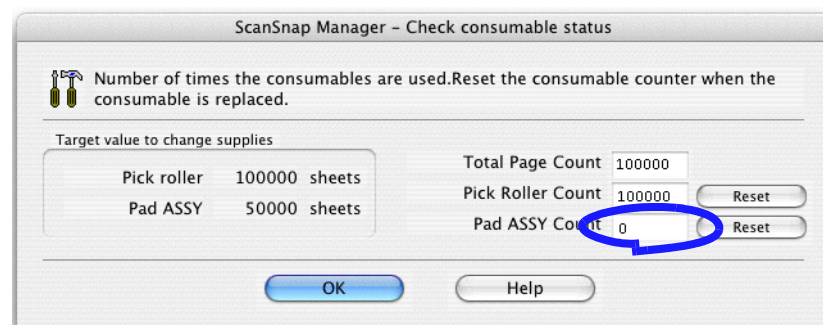
- In the "Check consumable status" window, click the [Reset] button of the "Pad ASSY Count."



⇒ A confirmation pop-up screen appears.



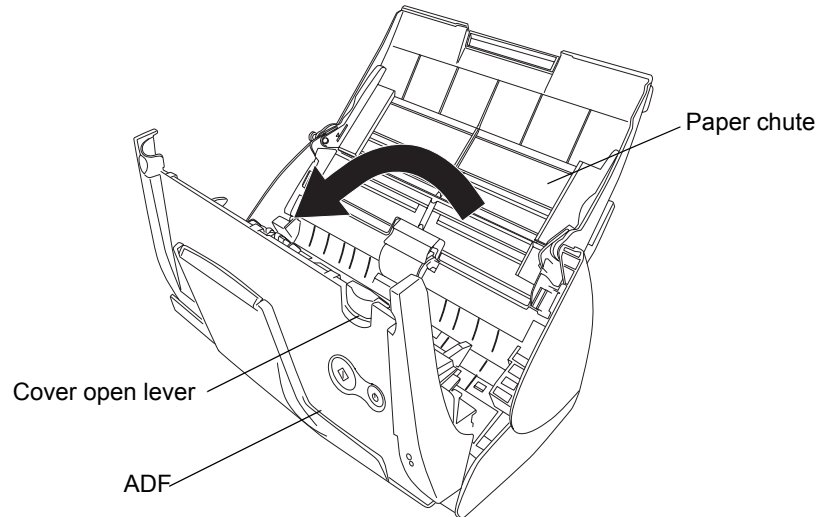
⇒ When you click the [Yes] button, the counter is reset to "0."



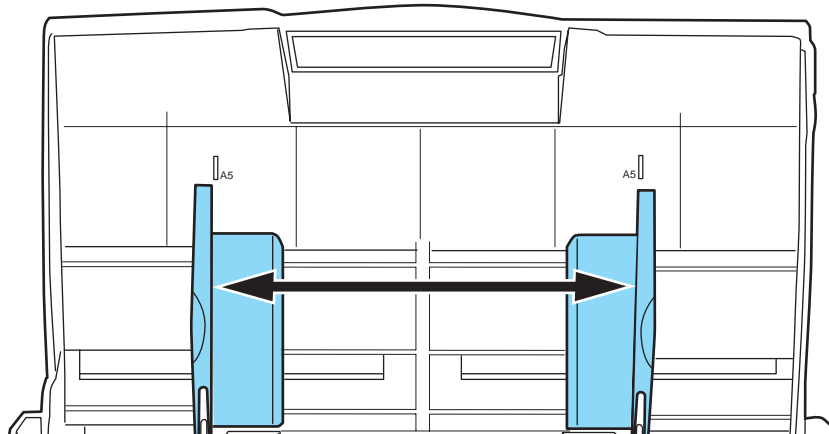
7.3 Replacing the Pick Roller

Replace the Pick roller following the procedure below.

1. Remove the documents on the paper chute.
2. Open the ADF while pulling the cover open lever.

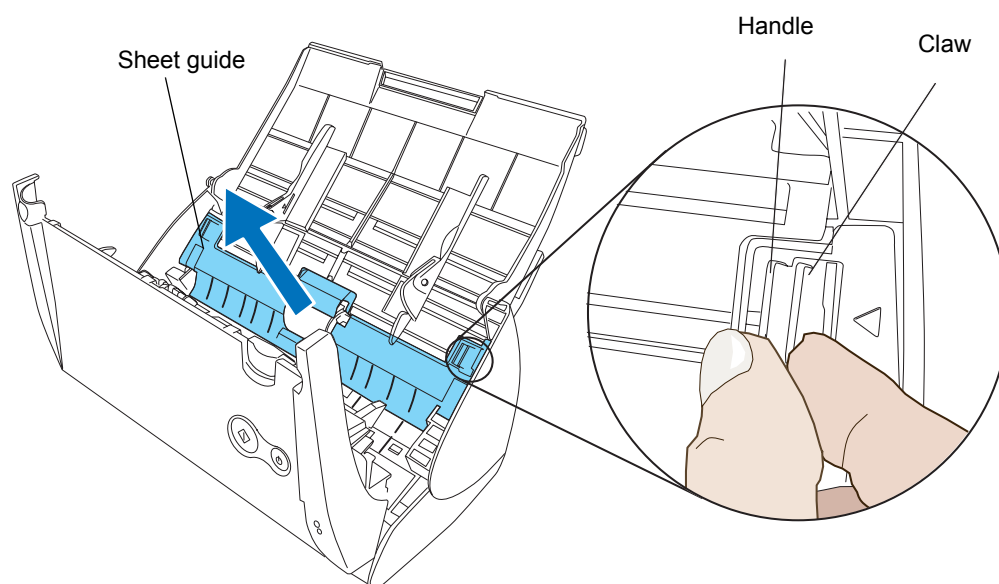


3. Adjust the Side guide to the "A5" size.

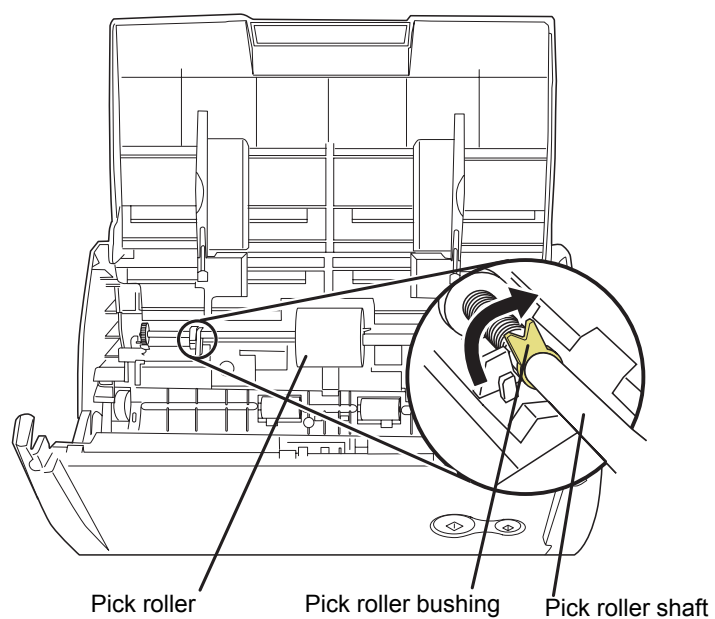


4. Remove the sheet guide.

Pinch the handle and claw together on both sides of the sheet guide to remove it.

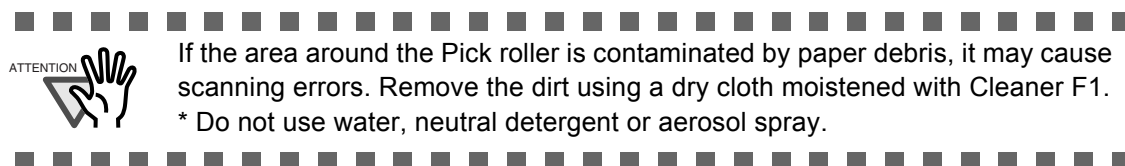
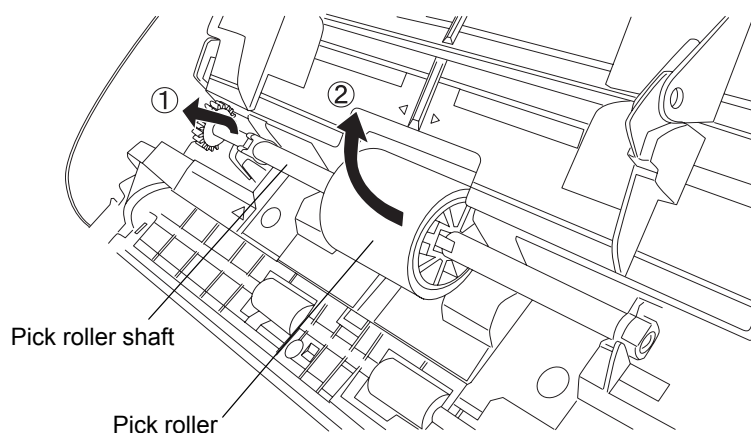


5. Rotate the Pick roller bushing (on the left side).



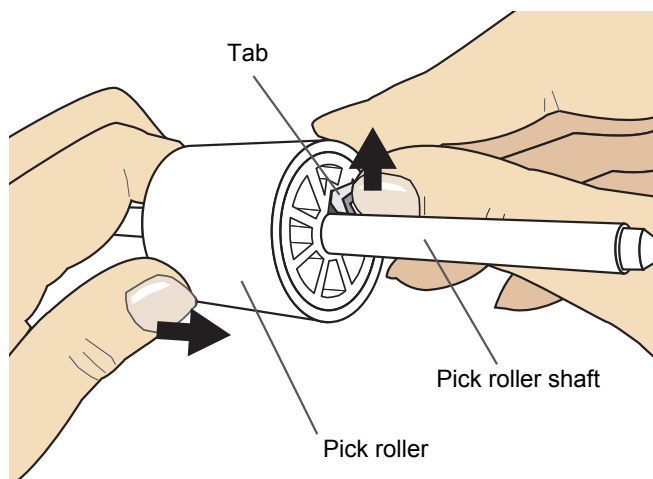
6. Remove the Pick roller with its shaft.

Slightly pull up the left part of the Pick roller shaft (about 5mm), move it towards the left side, and then raise it to remove from the scanner.



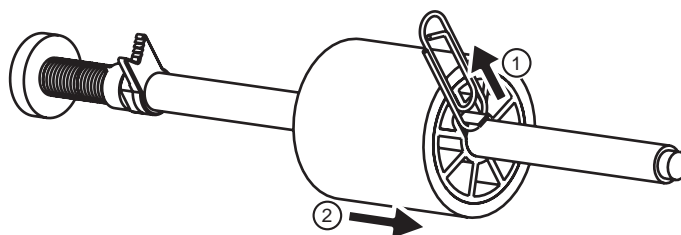
7. Remove the Pick roller from its shaft.

Pull out the shaft from the Pick roller while lifting up its tab.



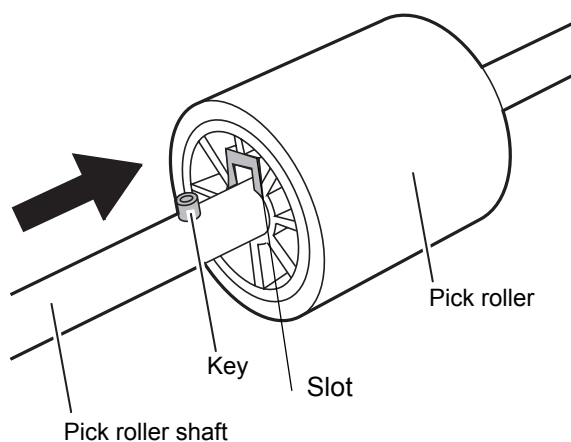


If you push up the pick roller tab using your fingernail, your fingernail may be chipped. If you cannot push it up successfully with your fingernail, you can use a paper clip to push up the pick roller tab.



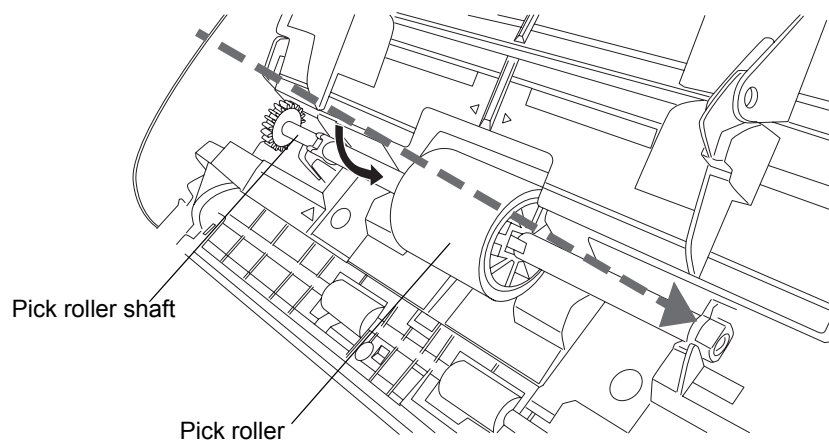
8. Attach a new Pick roller to the Pick roller shaft.

Aligning the key with the slot on the Pick roller, insert the Pick roller shaft into the pick roller.

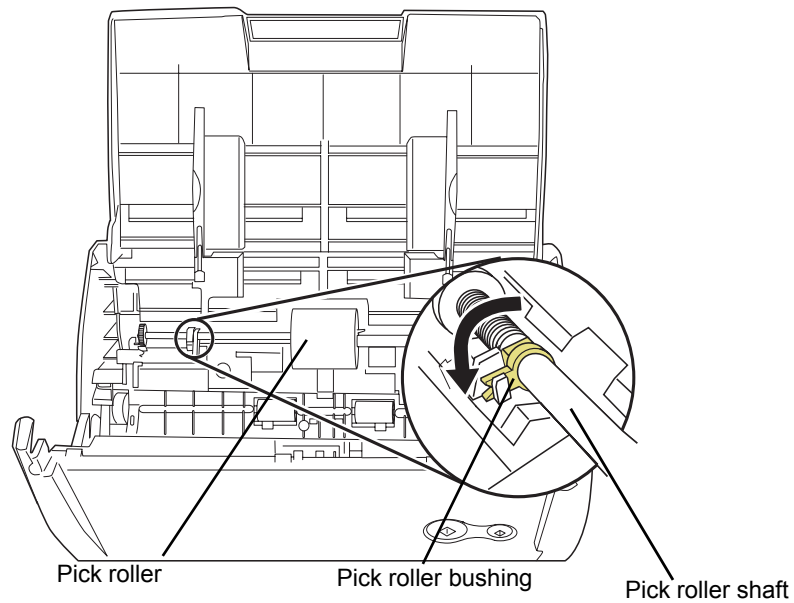


9. Install the Pick roller with its shaft to the scanner.

Insert the right end of the shaft to the roller bushing (right), and set the shaft to the slot while lowering it.

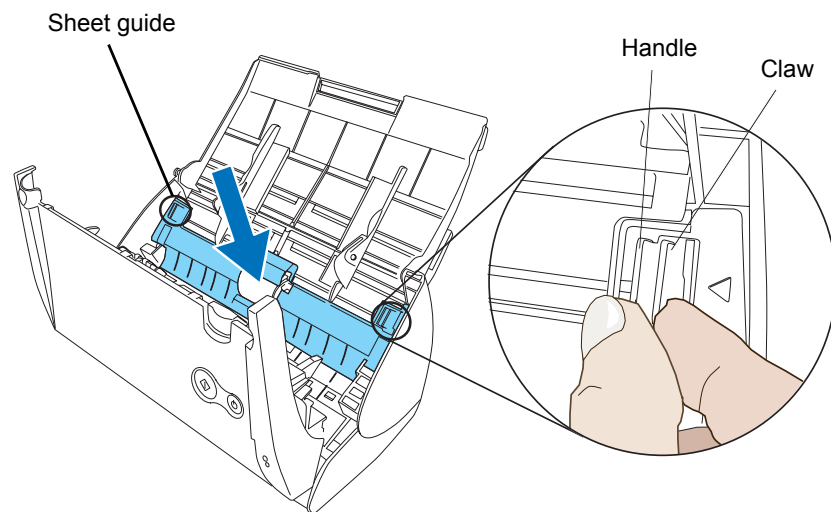


10. Rotate the roller bushing (on the left) by rotating it as shown below.

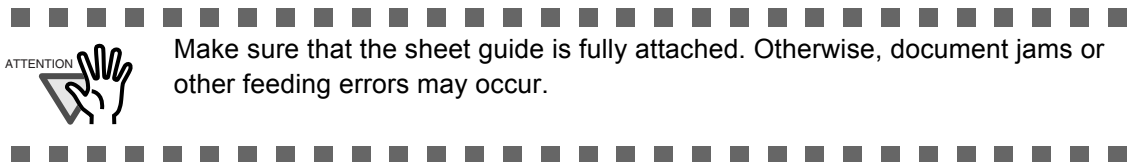


11. Attach the sheet guide to the scanner.

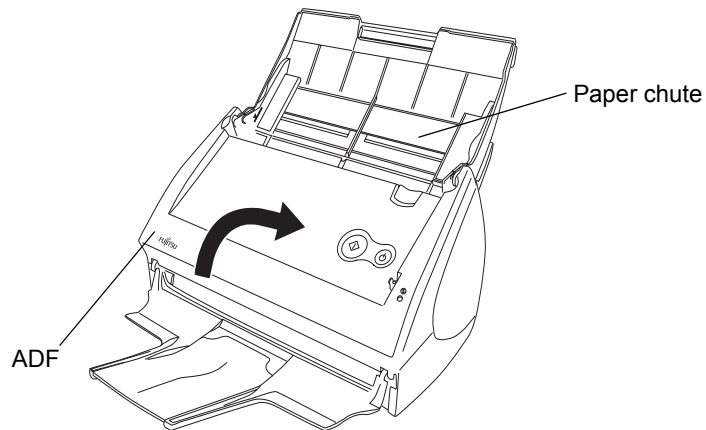
Pinch the handles on both sides of the sheet guide and attach it to the scanner.



⇒ The sheet guide makes a clicking sound when the claws settle into position.




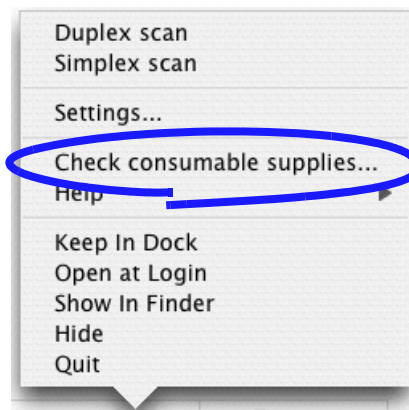
12. Close the ADF.



⇒ You should hear the ADF click when it returns to its original position.

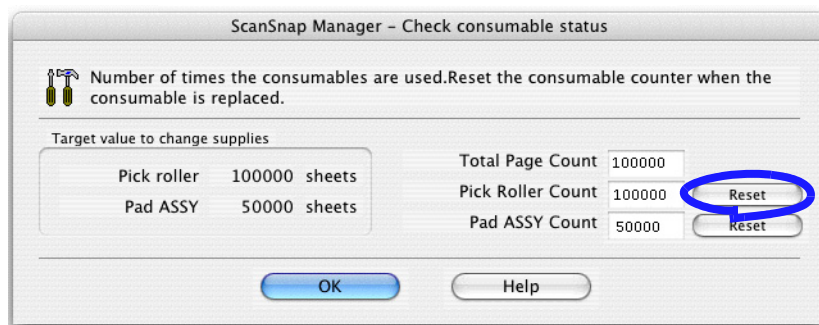
13. Turn on the scanner.

14. Click and hold the "ScanSnap Manager" icon  on the Dock menu, and select [Check consumable supplies] from the menu.

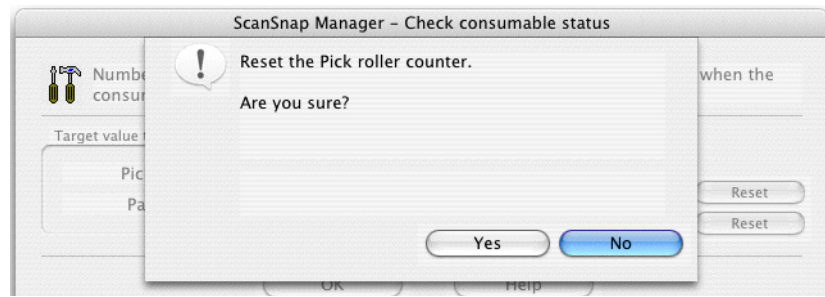


⇒ The "Check consumable status" window appears.

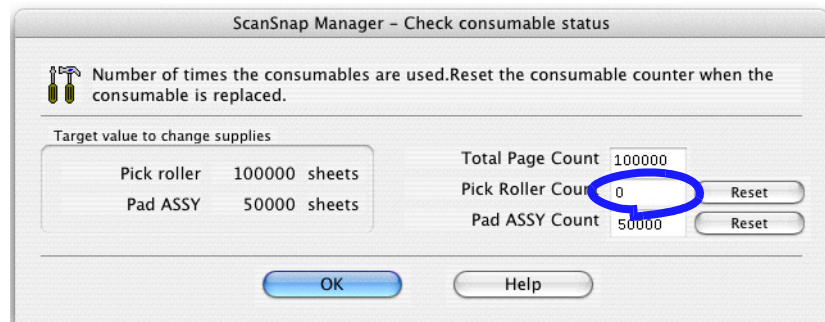
15. In the "Check consumable status" window, click the [Reset] button of the "Pick Roller Count."



⇒ A confirmation pop-up screen appears.



⇒ When you click the [Yes] button, the counter is reset to "0."



Appendix A

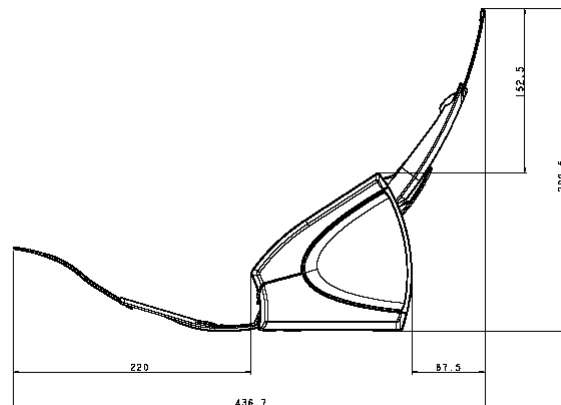
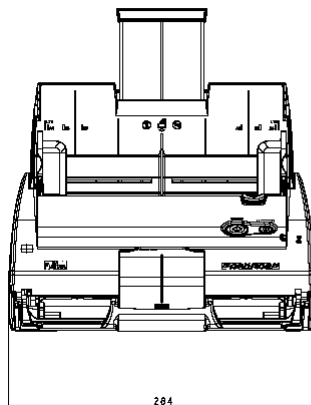
A

Installation Specifications

The following table summarizes the installation specifications of ScanSnap.

Item		Specifications		
Dimensions (Note)		Width	Depth	Height
	Minimum	284 mm 11.18 in.	157 mm 6.18 in.	158 mm 6.22 in.
	Maximum	284 mm 11.18 in.	436.7 mm 17.19 in.	299.5 mm 11.79 in.
Weight		2.7 kg (approxiamtely 5.95 lb)		
Input power supply	Voltage	100 - 240 V		
	Number of phases	Single-phase		
	Frequency	50/60 Hz		
Power con- sumption	During operation	28 W or less		
	During standby	6 W or less		
Temperature/ Humidity Allowable Ranges	Scanner state	During operation	During standby	During storage/ transportation
	Temperature	5 to 35 (°C) 41 to 95 (°F)	-20 to 60(°C) -4 to140 (°F)	-20 to 60(°C) -4 to 140 (°F)
	Humidity (%)	20-80	8-95	8-95

Note) Dimensions



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Repairs



Contact the store where you purchased your ScanSnap or an authorized service provider for performing repairs on this product.

- The user must not perform any repairs on the scanner.

ScanSnap S500M Operator's Guide

P3PC-1752-01ENZ0

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